



Midlands Medical Centre (Pty) Ltd

PRIVATE HOSPITAL

Reg No 1987/002525/07

P O Box 8174 Cumberwood 3235 162-166 Masukwana Street Pietermaritzburg 3201
Tel: 033 341 5000 Fax: 033 3451947 / 033 3450818 email: info@midmedic.co.za
Website: www.midmedic.co.za

VACANCIES

Vacancies exist at **Midlands Medical Centre Hospital** for the following positions:

CONFIRMATIONS CLERK

REQUIREMENTS:

- Senior Certificate
- Must have experience in ICD and CPT coding
- Computer Literacy essential
- Be able to communicate at all levels
- Be able to maintain a high standard of accuracy
- Private Hospital experience will be an advantage

KEY OUTPUTS:

- Assist with resolving queries related to medical aids
- Confirm membership and benefits for inpatient procedures
- Forward letters of motivation, DSM's and injury reports etc. to the medical scheme
- Capturing of replies from Medical Aid
- Assist doctor's rooms with queries
- Alert case managers with all relevant information appearing on the return timeously
- Check the list of released charts to confirm if discharge updates were done by the case manager
- Forward discharge updates to medical

ADMISSIONS CLERK

REQUIREMENTS:

- Senior Certificate
- Excellent Computer Skills
- Delta 9 experience
- Private Hospital experience will be an advantage
- Ability to speak to isZulu

KEY OUTPUTS:

- Authorisation of admissions with medical aids
- Attending to WCA Queries
- Admitting patients to Wards
- Deal with all patient and medical aid queries

CASE MANAGER

REQUIREMENTS:

- Must be registered with South African Nursing Council
- Must have Excellent Verbal, written and interpersonal skills
- People management experience is essential
- Independent decision making skill
- Excellent computer skills
- Clinical knowledge ICD 10 and CPT coding of patient files

KEY OUTPUTS:

- Daily liaison with medical schemes, hospital nursing staff and medical practitioners
- Manage health care of patients
- Continues performance and quality management
- Data Analysis and reporting
- Coding according to the CPT4 and ICD10 coding system
- Build working relationships with service providers
- Risk Management

If you are interested in the position and wish to apply, kindly email your CV to hr@midmedic.co.za before the 4th October 2018



Dr D Ross
Hospital Manager



Mr B Khan
CFO