



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.midlandsmidicalcentre.co.za

VACANCIES

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

AUDITOR

REQUIREMENTS:

- Senior Certificate
- Good verbal and written communication skills
- Computer Literate
- Medical Industry Experience (Administration)
- Excel knowledge and experience
- Knowledge of Auditing of medical files
- Knowledge of medical terminology
- Previous billings experience
- Attention to detail

KEY OUTPUTS:

- Auditing of patient files
- Identify omissions and errors
- Ability to reconcile surgicals and ethicals
- To assist in the billing of patient files/accounts
- Ability to function under severe pressure

JUNIOR AUDITOR

REQUIREMENTS:

- Senior Certificate
- Good verbal and written communication skills
- Computer Literate
- Medical Industry Experience
- Previous billing experience
- Delta 9 knowledge

KEY OUTPUTS:

- Ensure accuracy of the patient files
- Track errors and omissions
- To assist other members of staff within the Admin Department
- Ability to function under severe pressure

INTERNAL APPLICANTS:

- Before making an application, you are requested to discuss your application with your line manager.

Only shortlisted candidates will be contacted, should you not receive any communication after 2 weeks of closing, date, kindly consider your application as unsuccessful. External candidates will also be considered.

If you are interested in the position and wish to apply, kindly email your CV to hr@midmedic.co.za before the **11th November 2018**.

Ms K Budhai
HR Manager

Mr B Khan
CFO