



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

VACANCY

A vacancy exists for a **Confirmations Clerk** at Midlands Medical Centre Private Hospital

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 schemes
- Confirm membership and benefits for inpatient procedures
- Forward letters of motivation and information to the medical schemes
- Addressing replies from the medical schemes
- Check the list of released charts to confirm if discharge updates were done by the Case Manager
- Forward discharge updates to medical schemes
- Other activities in the administration of patients at the hospital

If you are interested in the position and wish to apply, kindly email your CV and a letter of motivation to hr@midmedic.co.za before the **12th September 2019**

Ms K Budhai
HR Manager

Mr B Khan
CFO