

ROLE PROFILE	
Role Title	<b>Billing Clerk</b>
Department	<b>Administration</b>
Reporting Structure	<b>Admin Manager</b>
Closing Date	<b>26<sup>th</sup> January 2018</b>
ROLE SUMMARY	
The Billings Clerk will be responsible for assessing patient files for accurate accounting with Scale of Benefits and ARS Contracts as well as assisting the Quality Review department.	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> <li>Grade 12 / Matric</li> </ul>	
WORK EXPERIENCE	
<ul style="list-style-type: none"> <li>Minimum of 3 years' experience using Scale of Benefits and ARS contracts</li> <li>Working experience in private healthcare or hospitality industry will be advantageous.</li> <li>Working experience on SAP will be advantageous.</li> <li>Knowledge of Medical Aids</li> </ul>	
KNOWLEDGE	
<ul style="list-style-type: none"> <li>Computer Literacy essential.</li> <li>Fluent communication in English essential.</li> <li>Intermediate computer skills</li> </ul>	
APPLICATION PROCESS	
<p align="center"><b>BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER</b></p> <p>The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.</p> <p align="center">Interested candidates who meet the above criteria are requested to e-mail a detailed CV to <a href="mailto:applications.paardevlei@busamed.co.za">applications.paardevlei@busamed.co.za</a> and highlight Billing Clerk Application as the Subject of the e-mail.</p>	