



Role title	Case manager Ref: 0402 A
Salary package	Level 8 R316 791 – R373 167 plus benefits (DPSA salary scales)
Reporting structure	Billings Manager
Closing date	12 April 2019
Summary of main functions and purpose of job	
<p>The incumbent will be responsible for managing the patients clinical and financial risk by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches. Assigning Clinical appropriate codes (ICD10 , CPT, UPFS)</p> <p>By sending Clinical appropriate updates to relevant MCO within agreed SLA.</p>	
Duties and Responsibilities	
<ul style="list-style-type: none"> • Provide appropriate clinical information to Medical aids. • Code all patients with ICD10 and CPT4 / URPF codes. • Accompany Managed Care Organisation Case Managers on ward rounds. • Assist with final authorisation of patient files (release) • Control costs for patients. • Consult with all service suppliers regarding treatment • Facilitate with transfer of patients to Rehab or step down facilities. • Update all relevant clinical information • Supply all details regarding patient's history, etc. to clinical partners. • Assist with case management of all medical aid patients. • Daily liaison and communication with Medical Schemes, Hospital Nursing staff and Medical practitioners. • Once patient is discharged ensuring the correct Level of care and Length of stay is approved. • Ensure status is changed to enable final billing • Daily review of the dashboard to insure all cases are updated, coded and approved. • Assisting in retrieving relevant information for manage the risk of short payments, eg correct admission type i.e.: HO , H1, H2 , H3 , MCO – confirmed with credit control and in accordance to Policy manual - Patient Classification • Ensure that treatment type is correct and clinically appropriate in accordance to Nursing documentation. 	
Qualifications and Experience	
<ul style="list-style-type: none"> • Grade 12 (minimum requirement) • Nursing diploma or equivalent medical diploma • Previous experience within a Managed health care industry • ICD,CPT or UPFS training • SAP working knowledge. 	



Knowledge, Skills, Training and Competencies

- CMASA member
- Ability to work under pressure with minimum supervision.
- Deadline driven and result orientated person
- Computer Literacy essential
- Excellent time management skills
- Attention to detail
- Professional integrity, ethical conduct, accountability and advocacy

APPLICATION PROCESS

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine at vacancies@nmch.org.za

NB- Please state the reference number relevant to the position applied for. Applications without reference number will NOT be considered.

Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.