



DE BEERS BENEFIT SOCIETY VACANCY

Senior Authorisations Assessor – Kimberley

BACKGROUND:

The De Beers Benefit Society (the Society) is a registered restricted self-administrated medical scheme, based in Kimberley, for De Beers' South African employees and pensioners. The Society is presently seeking to employ a Senior Authorisations Assessor with proven clinical coding experience, well developed communication skills and ideally with some experience in the medical scheme industry.

The main purpose of this position is to perform various operational activities in the claims department in accordance with agreed service levels and standards, in particular:

- Load non-hospital authorisations in terms of approved protocols and the available benefits;
- Resolve all non-hospital related authorisation enquiries received telephonically and via email / fax;
- Accurately log call centre enquiries received on the medical administration system (MIP);
- Perform clinical review on all triggered hospital claims for the successful resolution of variances and hospital claims over the specified limit;
- Perform other clinical reviews as required e.g. emergency medical transport and after-hours consultations;
- Successful resolution of member and provider enquiries received for escalation to the Claims Supervisor, where required;
- Generate, validate and review various reports and resolve all items identified accordingly;
- Ensure compliance with the Society's electronic document management policy and procedure in relation to all correspondence;
- Identify system shortcomings and report such to the Claims Supervisor for intervention and resolution as required; and
- Any other administration tasks or projects as required and related to the position.

SKILLS AND COMPETENCIES REQUIRED:

- Experienced, highly motivated individual with the ability to work under pressure and independently, as well as within a multi-disciplinary team
- Precise, high attention to detail and focussed on maintaining agreed standards
- Deadline driven and delivery focussed and stress tolerance
- Good communication skills – verbal & written
- Lateral thinking and problem solving
- Customer service focused

MINIMUM REQUIREMENTS:

- Matric (Grade 12)
- 4 – 5 years administration and customer facing or call centre experience
- Prior experience in the medical scheme industry
- Proficiency in MS Office
- Basic knowledge of medical terms and terminology
- Understanding of medical scheme rules and benefits
- Clinical coding knowledge and experience

ADDITIONAL INFORMATION:

- Consideration will be given to employment equity; and
- The above reflects the skill / competency set required of the ideal candidate, but the Society reserves the right to consider and appoint a candidate who does not possess all the required skills / competencies in which case additional on the job training will be required.

TO APPLY:

- All applications to be addressed to cornel.wiese@dbbs.co.za
- Further enquiries may be directed to alida.leroux@dbbs.co.za

CLOSING DATE:

14 August 2020

(If you have not been contacted within 10 working days of the closing date, please regard your application as unsuccessful.)