

VACANCY

CAREER OPPORTUNITY

METHEALTH NAMIBIA
ADMINISTRATORS



CLOSING DATE

02 May 2024 (Close of business)

PSEMAS VERIFICATION CLERK

(Fixed term contract)

Business Unit: Methealth Namibia Administrators | Department: Claims Department

Location: Windhoek, Namibia

JOB SUMMARY

The primary purpose is to verify the hard copies on on-line claims against the Service Provider Claims Details Report. This position will report directly to the Team Leader: PSEMAS Claims.

As per Affirmative Action Act, 1998, persons from the designated groups are encouraged to apply. Only shortlisted candidates with the relevant supporting documentation attached to their CV's will be contacted, and no documents will be returned.

KEY PERFORMANCE AREAS

- Verifies completeness and correctness of Pharmacy Claims and other on-line Health Professionals batches, according to laid guidelines and procedures.
- Indicates on the report any on-line claims without hard copies and reports to the Team Leader timeously.
- Follows-up the verification of missing or incomplete hard copies.
- File the missing or incomplete hard copies together with the rest of the batch of claims for the specified pay-run period.

THE IDEAL CANDIDATE SHOULD MEET THE FOLLOWING REQUIREMENTS:

- Grade 12 with 25 IGCSE points (STRONG REQUIREMENT)
- 1 year clerical/administrative experience.

TECHNICAL AND BEHAVIORAL COMPETENCIES

- Proficient with Microsoft products (Word, Excel, Outlook).
- Excellent interpersonal skills and portray good self-image.
- High levels of personal ethics, integrity and emotional maturity.
- Good oral and written communication skills.
- Able to work well under pressure and independently.

Apply Online: <https://momentummetropolitan-africa.erecruit.co/candidateapp/Jobs/View/MMH240416-5>

For queries please call: 061 287 6051