

THE SOUTH AFRICAN MEDICAL ASSOCIATION



Junior Medical Coding Consultant

The South African Medical Association (SAMA) is seeking to appoint a Junior Medical Coding Consultant in the Private Practice Department at their Pretoria Head Office.

Job Purpose

To provide an efficient coding support service to SAMA members and other stakeholders and thereby ensure customer satisfaction and growth.

Job Responsibilities

Coding Enquiries Correspondence on Coding Interpretation and Private Practice Information:

- Providing prompt and factually correct telephonic support on coding matters timely manner using all communication media (eg. email, telephone) - procedural coding (for example MDCM, COID, HPCSA, RAF, RPL, CPT and CCSA) and diagnostic coding (ICD-10) in a manner that is easily understood. Responsible for all email and telephone enquiries on coding and private practice matters under the supervision of the Senior Medical Coding Consultant.
- Creating and accurately logging all relevant queries from and replies to members and 3rd parties and ensure that trends are identified and communicated to the Head of the Department
- Referring queries to the relevant departments where the Private Practice Department is not able to assist and effectively follow up to ensure that the queries have been dealt with timeously.
- Liaising with colleagues on more difficult queries before replying to enquiries.
- Educating staff members of doctors and medical scheme staff regarding coding, billing and related issues in order for them to use the coding effectively.

Assist with Updating of Coding Structures:

- Assisting in the preparation of the Medical Doctors' Coding Manual (MDCM), Complete CPT• for South Africa (CCSA) and ICD-10 coding system.
- Updating crosswalk between the Medical Doctors' Coding Manual (MDCM) and Complete CPT• for SA (CCSA) on a regular basis.
- Comparing MDCM with RAF, HPCSA, COID etc and compiling a document with the differences.

Administrative Function for Private Practice Department:

- Assisting in the production of departmental products through typing, presentation layout, etc.
- Assisting with distributing coding orders and handouts.
- Ensuring that the filing of correspondence and documentation is done in a way that is easily accessible to the rest of the department's staff.

Convert and Recruit New Members:

- Effectively handling all non-members referred or phoning in with enquiries to convert them to members.
- Be well informed and able to professionally convey the benefits, options and procedures to follow.
- Must be able to accurately and timeously transfer potential new members to correct department for processing.

Additional Tasks:

- Dealing with orders of CCSA, MDCM and ICD-10 products (books and electronic);
- Providing information for articles on coding for SAMA communication channels.
- Ad hoc projects /duties as assigned by the Head of the Department.

Job Requirements:

- Matric with University Exemption
- Medical related diploma/degree
- 3 years Medical Coding experience
- Experience in medical industry call centre if only having Matric
- Knowledge of medical terminology and anatomy
- Knowledge of Billing and Coding

Skills Required:

- Computer Skills (MS Word, Excel and Power Point)
- Communication (verbal and written)
- Attention to detail
- Interpersonal Skills
- Telephone Etiquette

Term: Permanent

To apply: submit a detailed CV to careers@samedical.org, indicating clearly on the ***subject line*** for which position you are applying (i.e. Application for Junior Medical Coding Consultant).

Closing date: 30 April 2021

Should you not hear from us four weeks after the closing date please consider your application unsuccessful.