

JOB ADVERTISEMENT

Frontier Polyclinic Ltd is a Private Medical Facility licensed to offer the healthcare services in Internal Medicine, Gynaecology, Paediatric, General Surgery, Orthopaedics, Oncology, Physiotherapy consultations, Imaging Services, and Hospitalisation and which provides medical services to its customers and beneficiaries in Rwanda, and having its place of business at KG13, Ave 560St, Nyarutarama, Remera Sector, Gasabo District, City of Kigali, Rwanda,

Frontier Polyclinic Ltd, wishes to recruit capable candidate to fill vacant position. The details of this post is hereunder.

Billing and Recovery officer:

- ✓ **Job Descriptions: Billing and Recovery officer has a range of responsibilities, including:**
 1. Collect and verify all invoices and claims form daily without delay;
 2. Ensure that all invoices and related support documents are correctly verified and submitted on time for payment;
 3. Facilitate in educating receptionists team on the exclusions and particularities of each insurance;
 4. Management of patient cases of all health insurances companies as per insurance contract;
 5. Maintain and manage customer relationship;
 6. Ensure fully management and execution of medical insurances tariff and private tariffs of frontier clients;

Job holder must have a Bachelor's degree in Finance, accounting, General Nursing and other related fields with 3 years working experience in Billing and Recovery activities in health sector.

- ❖ To be familiar with medical insurances particularities and exclusions (local insurances and international insurances) will be an added value•



How to Apply: Interested and qualified applicants should submit their applications and attach the below documents (all as a single PDF document) via email info@frontierdiagnostic.org and copy to umutesicla@yahoo.fr

- A motivation letter addressed to Managing Director explaining your suitability for the position,
- Curriculum vitae with 3 referee names.
- Copies of degree certificates and other professional certificates
- Copy of National Identity Card.
- All documents must be in one PDF file.

✓ **Learn more about "Who We Are" @:** <http://www.frontierdiagnostic.org>

Note: The closing date for submission of applications is 22nd June 2023 at 5pm; no late applications will be accepted. **Only applicants fulfilling the above requirements will be contacted for interviews.**

if you do not hear from us within four weeks from the submission, consider your application unsuccessful.

Best Regards;

Dr. Suzan Homeida
Managing Director