



Location  
Colombo



Closing Date  
08/01/2023

## Description

- Preparing bills for inpatients accurately on time
- Reviewing the outstanding balances of the inpatients and issuing interim bills
- Issuing cost estimates as and when required
- Liaising with patient parties for collecting payments
- Explaining the bills to the customers when required
- Making the system transfer entries for the insurance bills (from Billing to Finance)
- Sending all company guaranteed bills and on-the-spot payment documents to the finance department to proceed with the collection
- Check invoices for the devise used and notified by the theaters and send to finance department for supplier payments
- Cancellation of receipts relevant to OPD pharmacy cashiering
- Checking cover letters for international insurance
- Informing the management on long stay patients
- Supervising other billing assistants and checking the accuracy of bills prepared by them.
- Forwarding discounts for management approval as and when required

## Entry Requirements

Passed GCE A/L In commerce stream

1 or 2 years experience in similar capacity

✓ APPLY FOR JOB