

Billing Employee for the Emergency Department- Lebanese Hospital Geitaoui CHU

Lebanese Hospital Geitaoui CHU, located in Beirut, Lebanon, is a renowned medical institution providing comprehensive healthcare services

Major: degree in Accounting, Business Administration, or any related field

Experience: 0-2 years of professional experience in accounting or billing and proficiency in accounting software and IT tools

Major Responsibilities:

- Welcome and inform patients externally or during pre-admission, inform them of the coverage margin of the third-party payer, guide them, and ensure they receive fast service.
- Verify the doctor's examination request (prescription and/or HIS request), and crosscheck with the list of exams covered, in principle, by insurance companies. Ensure a copy of the identity and insurance card is taken.
- Ensure the third-party payer's approval for requested exams externally and for hospitalized patients' exams.
- Have the on-duty doctor sign the medical prescription if the patient presents to the emergency department or request reports for external patients.
- Execute requests for "online" or faxed coverage for external exams.
- Issue an invoice for external exams for private patients and any patient covered by a third-party payer with a certain percentage to be paid.
- Collect payments from treated external patients.
- Collaborate with insurance delegates for the coverage of external patients.
- Submit the collected money to the main cashier at the end of the day according to a detailed receipt.
- Keep a copy of the days dated, signed receipt countersigned by the main cashier.
- Submit the invoices issued during the day to the administrative manager.
- Daily control and finalize invoices, complete medical reports, and submit them to the administrative manager for internal audit department dispatch.
- Perform billing transactions for admitted patients.
- Coordinate work with the admission and follow-up manager and the pre-admission service for the coverage of pre-operative patients and externally covered tests.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@Balamand.edu.lb, Ext. 7801; 7802