

## **Medical Rules Officer - GlobeMed**

*GlobeMed Group brief summary: GlobeMed combines 30 years of technical expertise and information technology with more than 28 years of experience in providing well-tested solutions in the management of healthcare benefits*

Major: Degree in Medicine, with official registration at the Lebanese Order of Physicians (LOP)

Experience: fresh graduates are accepted

Major Responsibilities:

- Preparing and maintaining automated medical rules based on the different versions of coding lists: ICD9, ICD10, ICD10-M, ICD10-CM, CPT4, ACHI, HCPCS, and DRGs (used for billing)...
- Setting-up and maintaining all the dictionaries based on the different healthcare programs at all GlobeMed operations; as well as overall updates and changes in case of new requests and in case of any new emerging coding system(s).
- Preparing and deploying General Exclusions dictionaries for proper policy implementation at all GlobeMed Operations.
- Updating the process of existing dictionaries in case of new emerging coding list(s) or enforced requirements by regulators in operations.
- Preparing and maintaining all IN- & OUT-Hospital Medical Expert Systems algorithms & dictionaries (including clinical pathways) for all GlobeMed Operations.
- Performing testing of Medical expert system rules to monitor quality and appropriateness through Quality Assurance process.
- Responding to any daily requirements of the operations (i.e. remove, add, update, and inquire about available info...).
- Collecting medical requirements from operations and share those with the Medical Rules team unit for proper follow-up and process.
- Identifying problematic areas in the actual processes used and reports back to the Medical Rules team unit for corrective measures and process for re-engineering of some of the rules.
- Providing disease coding support in various applications.
- Maintaining confidentiality of all prepared dictionaries.
- Ensuring effective team communication throughout the Medical Rules Unit.

Additional Requirements:

- Knowledge of the medical coding procedure and the different coding systems and standards: ICD9-CM, ICD10, ICD10-AM, ICD10-CM, CPT4, ACHI and DRGs...
- Fluent in English and Arabic, French is an asset

How to apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802