

Career Opportunities

BILLING EXECUTIVE (BUSINESS OFFICE)

General Requirements

- GCE A' Level
- Minimum 1-2 years of work experience in related field
- Excellent communication skills
- Proficiency in MS Office; English and Dhivehi
- Ability to work under pressure and to work in a multicultural team

Job Specification

- Greeting and assisting all Guests coming to Business Office
- Attending to all queries and providing all the required information to the Guests regarding admission and discharge process, packages, prices, promotions etc.
- Assist Guests to plan for a required procedure/ surgery to finalize the dates
- Preparation of documents related to admission
- Communicating with required insurance companies regarding pre-authorization or hospitalization to obtain GOPs
- Check the pre-discharges and initiate to finalize the discharge process
- Prepare/send all the required documents to Insurance Companies; follow up on the final authorization
- Liaising with the Guest regarding the bill finalization and payment process
- Computation of financial status of the Guests and their coverage
- Processing and finalizing the Bill
- Assist in gathering Guest information
- Business Office is operational 24 hours therefore should be willing to **attend shift duties** and perform proper handover

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply

Interested candidates may submit their application to <https://careers.treetophospital.com/careers> before 1600 on October 2, 2026.

We thank all participants for their interest, however, only those selected for further consideration will be contacted