

Career Opportunities

CLINICAL AUDITOR (ADMISSION AND DISCHARGE)

General Requirements

- Degree in Medicine, Hospital Administration or any related field
- Minimum 3 years experience in hospital billing, coding or healthcare auditing
- Profound knowledge of healthcare regulations for insurance billing
- Excellent attention to detail and analytical skills
- Ability to work independently and collaborate with billing and clinical staff

Job Specification

- Audit inpatient bills to ensure accuracy and compliance with hospital policies and insurance requirements
- Monitor the discharge billing process and ensure timely completion of bills within the stipulated time frame
- Review and verify insurance documents, GOPs, coding accuracy, and medical documentation related to patient care
- Escalate and investigate billing discrepancies, charge errors, and potential fraud
- Relay critical billing-related information during shift handovers and in coordination meetings
- Monitor high-balance accounts and recommend timely interventions
- Resolves guest problems quickly, efficiently, and courteously
- Prepare weekly/monthly reports on billing errors and delayed discharges
- Recommend process improvements to reduce repetitive billing issues or documentation gaps
- Ensure policies and procedures for the Business Office are up to date and adhered to
- Review Guest feedback on a daily basis and manage Guest complaints related to billing

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 log on to <https://www.careers-page.com/tree-top-hospital-maldives#openings> to submit application (updated CV).

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