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Senior Associate Jobs In Dubai UAE 2023 | Aster DM Healthcare

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Company: Aster DM Healthcare

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Description:

Aster DM Healthcare Limited is one of the largest private healthcare service providers operating in multiple GCC states and is an emerging healthcare player in India. With an inherent emphasis on clinical excellence, we are one of the few entities in the world with a strong presence across primary, secondary, tertiary and quaternary healthcare through our hospitals, clinics and pharmacies. We have over 20,000 plus dedicated employees across the geographies that we are present in, delivering a simple yet strong promise to our different stakeholders: "We'll treat you well." We reach out to all economic segments in the GCC countries through our differentiated healthcare services across the "Aster", "Medcare" and "Access" brands.

Responsibilities:

Ensures patient information is accurate and complete

Request for any missing patient information

Confirm patients benefits and insurance

Transfers insurance claims and billing data to billing software

Maintains paper and electronic copies of documentation

Develops and maintain a tracking system of incoming and late payments

Initiates late payment notices to relevant parties

Respond to questions and complaints from patients or insurance companies

Monitors and resolve financial discrepancies

Maintain organized documentation of the billing records

Requirements:

Maintains discount/credit notes/cancelled bills as per billing policy

Follow up with the pending IP bills and collects sufficient advance from all Inpatients

Ensures smooth billing process for patient satisfaction

Ensures accurate and error free billing

Supports the entire billing processes for the self-pay for IP and OP

Daily collections to be handed over to the accounts department on daily basis

Bills (Accounts copies) to be handed over to accounts department on daily basis

Handling all queries related to final bill

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