

## ST MARYS MISSION HOSPITAL

### JOB VACANCY – CREDIT CONTROL & BUSINESS DEVELOPMENT OFFICER

#### JOB DUTIES AND RESPONSIBILITIES

1. Lead the development, implementation and review of Credit Control Standard Operating Procedures
2. Ensure the credit control function is set up professionally and in accordance with International credit control standards
3. Monitor all patients credit status on daily basis and take necessary action
4. Assess the credit worthiness of insurances and corporates before getting into credit agreements
5. Verify claims before they are dispatched to ensure accuracy and ensure they are dispatched within set timelines
6. Ensure credit services are offered within the set scheme rules
7. Ensure credit accounts are reconciled in real time
8. Ensure receivable accounts are updated in real time and collections done within set timelines
9. Identify the causes of claims rejections from Insurances and corporates and work with the relevant units to correct the errors
10. Receive updates from insurances and corporates on changes in scheme rules and organize for communication to the registration and billing staff in real time
11. Propose writing off of unrecoverable debts with justification.
12. Ensure the hospital meets all credit and debt collection statutory regulations set by Government agencies
13. Liaise with the Legal Officer in entering into and enforcing credit agreements
14. Prepare communication to accounts managers of any relevant changes in Hospital services e.g., addition of services
15. Bring on board credit worthy partners for business growth
16. Work with relevant Hospital teams teams to conduct business development activities e.g., Outreach activities,
17. Develop relevant content for marketing campaigns e.g., on social media

#### QUALIFICATIONS & REQUIREMENTS

1. Bachelor's Degree
2. 5 years' experience in a similar role in a busy Hospital
3. Excellent communication (written and verbal) skills

*Qualified candidates are encouraged to forward their application letters and CVs to [recruitment@stmmh.co.ke](mailto:recruitment@stmmh.co.ke) on or before 18<sup>th</sup> June, 2021. Email subject should be 'CC & BD'. Hardcopy applications will not be considered.*

**DISCLAIMER:** St. Mary's Mission Hospital does not require applicants to pay any fee at whatever stage of the recruitment and selection process.