



BILLING EXECUTIVE

Kwong Wai Shiu Hospital is a charitable organization, established to provide healthcare services to the sick and poor in Singapore regardless of race, language or religion.

Our vision is to be a highly regarded healthcare institution by promoting the well-being and dignity of the people we serve through compassion, charity and the delivery of quality standards of professional care.

We invite highly motivated individual for the position of **Billing Executive**:

Responsibilities

1. To process the **Medisave** and **Medishield** claims.
2. To verify laboratory charges and ambulance charges.
3. To provide support to cashier's duty – take charge of billing, collections and ensure that contacts with the public are conducted in a courteous and efficient manner.
4. To ensure completeness and accuracy of data input and outputs of Charge Forms submitted by Wards.
5. To monitor the accounts receivables & debt collections
6. To check and prepare refund to patient after discharge.
7. To maintain complete inpatient records in files and ensure that documents are filed in chronological order.
8. To coordinate with various departments in processing discharge, making sure that all charge forms are raised and entered into system.

Requirement

- Degree/Diploma/Certification in Accounting with minimum 3 years' related working experience.
- Good working knowledge of MS Office applications.
- Hands-on experience in ACCPAC will be an advantage.
- Possess initiative, good analytical & interpersonal skill and a strong team player.
- Able to start work immediately.

The successful candidate will have on-going opportunities for professional training and career development within our multi-service/multi-level organization.

Preferably Singaporean / Singapore PR.

Salary will commensurate with qualifications and working experiences.

Interested candidate, please email a detailed resume with current and expected salary to:

The HR Manager
Kwong Wai Shiu Hospital and Nursing Home
705 Serangoon Road Singapore 328127
Email: HR_Dept@kwsh.org.sg

We regret that only short-listed candidates will be notified.