

---

## **CLAIMS MANAGER**

### **Role Summary**

Responsible for credit services offered to clients, ensuring accurate documentation and prompt payment.

### **Duties and Responsibilities**

- Collect and process the information needed to fulfil medical insurance claims
- Resolve billing issues in addition to processing routine claims
- Investigate unpaid claims and resolve discrepancies
- Propose improvements in the guidelines based on claims and other experiences
- Communicate with clients, stakeholders, and all other interested parties in claim processing
- Negotiate necessary changes in claims handling with the relevant stakeholders
- Maintain records and provide file and data management of losses reported and claims paid
- Maintain a system to monitoring and managing individual accounts who owe the hospital

### **Qualification and Key Competencies**

- Bachelor's degree in a business-related field.
- Nursing diploma is an added advantage (case manager)
- Diploma in Accountancy or its equivalent, CPA II
- Proven experience of 2 years in a similar position preferably in a hospital or insurance company.
- Excellent customer service skills.
- Computer literate.
- Certificate of Good Conduct.



0729111103, 0785155550



P.O Box 7-00900 Kiambu



[info@stbridgethospital.co.ke](mailto:info@stbridgethospital.co.ke)



Saint Bridget Hospital

## **How to Apply**

- Interested candidates are requested to fill and submit the online application form on; [www.stbridgethospital.co.ke/careers](http://www.stbridgethospital.co.ke/careers)
- Ensure to upload all your certificates and CV.
- We as an institution are conducting the interviews as we receive the applications and have not engaged the services of any recruitment agency.
- We do not charge fees at any stage of our recruitment process.
- Only shortlisted candidates will be contacted