

Job description

Post:	Medical controller
Department:	Medical department
Reporting to:	Medical department manager

Time commitment

Days	Schedule
From Monday till Friday	07:30 till 15:30
Saturdays	Minimum of one Saturday per month

Tasks and activities

- Receive invoices and create reimbursement requests.
- Analyze medical reports, patients' folders and medical results.
- Update patients' folder.
- Approve and /or decline coverage.
- Discuss with the medical department manager all the rejection cases and informs the hospitals.
- Receives and manages calls from patients and / or hospitals.