

## ASSISTANT MANAGER – BILLING

Are you a dynamic and detail-oriented professional looking to advance your career in healthcare billing? We are looking for a competent and motivated individual to join our team as Assistant Manager – Billing, playing a key role in managing our hospital's billing operations with accuracy, efficiency, and professionalism.

### Key Responsibilities:

- ✓ Oversee day-to-day billing operations ensuring timely and accurate invoicing.
- ✓ Monitor billing processes and implement improvements for efficiency and compliance.
- ✓ Supervise and support the billing team to ensure high standards of service.
- ✓ Liaise with insurance providers and internal departments for billing clarifications.
- ✓ Assist in preparing billing reports and revenue summaries for management review.
- ✓ Ensure adherence to company policies and healthcare billing regulations.

### Key Requirements:

- ✓ Bachelor's Degree in Finance, Business Administration, or related field
- ✓ Part qualification in CA/ CIMA/ ACCA.
- ✓ Minimum of 5 years' experience in healthcare billing or finance, with at least 3 years in a supervisory role.
- ✓ Strong knowledge of hospital billing procedures and insurance processes.
- ✓ Excellent leadership, analytical, and communication skills.
- ✓ Proficiency in billing software and MS Excel.

### Why Join Lanka Hospitals?

- ✓ Be part of a prestigious, internationally accredited healthcare institution.
- ✓ Work in a professional and collaborative environment.
- ✓ Competitive salary and career growth opportunities.

If you have the expertise and dedication to maintain the highest standards in billing operations within a healthcare setting, we invite you to apply. Please send your updated CV with the subject "Assistant Manager – Billing" to [careers@lankahospitals.com](mailto:careers@lankahospitals.com) on or before 30<sup>th</sup> April 2025.