



VACANCY

BILLING OFFICER

Requirements

- Minimum of 2 years of experience in medical billing and insurance claims processing.
- Excellent knowledge of billing procedures and insurance policies.
- Proficiency in computer applications including MS Office.
- Strong communication and interpersonal skills.

Responsibilities

- Processing patient bills and insurance claims accurately.
- Verifying insurance coverage and obtaining authorizations.
- Resolving billing discrepancies and responding to patient queries.
- Maintaining accurate records of billing activities.



Send your CV to:

vacancy@nawaloka.com

Mention Subject line "Billing Officer"