

## **JOB DESCRIPTION**

### **RADIOLOGY SME**

#### **DESCRIPTION**

The purpose of the Radiology Subject Matter Expert (SME) role is to ensure the accuracy of radiology-related claims while combining experience in a medical imaging business/practice with claims processing responsibilities within a medical scheme. This role involves collaborating with healthcare providers to facilitate efficient claims processing, emphasizing the seamless integration of expertise in the field of medical imaging with the essential tasks associated with managing claims within a medical scheme

#### **DUTIES AND RESPONSIBILITIES**

- Review and assess radiology-related claims submitted by healthcare providers to the medical scheme.
- Verify the accuracy of claims documentation, including radiological reports, invoices, and supporting documents
- Ensure radiology claims comply with the medical scheme's policies, guidelines, and regulatory requirements
- Collaborate with radiologists, healthcare providers, and internal teams to gather additional information, clarify discrepancies, and facilitate issue resolution.
- Assign appropriate codes and classifications to radiology procedures and services for accurate
- Adjudicate radiology-related claims promptly and accurately, making decisions on claim approval, denial, or modification based on established criteria
- Maintain accurate and detailed records of radiology claims assessments, decisions, and communications.
- Participate in quality assurance initiatives to ensure the accuracy and integrity of radiology claims processing
- Stay informed about changes in radiology practices, medical coding, billing procedures, and healthcare regulations.



### **EXPERIENCE AND QUALIFICATIONS REQUIRED**

- A business qualification or related skills
- Knowledge of medical coding systems, radiology procedures, and terminology.
- Familiarity with medical scheme policies, regulations, and industry standards.
- Analytical skills, attention to detail, and proficiency in claims processing.
- Strong communication and interpersonal skills.

### **KEY COMPETENCIES AND SKILLS**

- Computer Literacy
  - Proficiency with the following programs is required:
  - MS Word
  - MS Excel
  - MS Outlook/email
  - MS Explorer/Internet
  - PowerPoint
- Analytical Skills
- Attention to Detail
- Communication Skills
- Problem-Solving
- Time Management

### **WORK REQUIREMENTS**

- The position will be based in Sunninghill.
- Suitable applicants are to send CV's to [jobs@universal.co.za](mailto:jobs@universal.co.za)

### **THE EMPLOYMENT EQUITY APPROACH OF UNIVERSAL HEALTHCARE BROADLY AIMS TO:**

- Foster diversity in the workplace.
- Promote equal opportunity and fair treatment in employment through the elimination of all forms of unfair discrimination.

### **REMUNERATION**

- A competitive salary and benefits will be negotiated, consistent with experience and the role and responsibilities of the position.