



Vacancy Announcement!

AMI Expeditionary Healthcare LLC provides healthcare support solutions around the world. Its mission is to provide the highest quality medical and public health services to bring flexible, adaptable, and scalable healthcare solutions to the clients and communities who need them most.

Position Details

AMI Liberia is currently seeking applications from qualified Liberians and residents for:

Job Title: Cashier

Job Classification: Full time

Work Schedule: Subject to business and clinical operations.

Benefits Eligibility: To Be Determine.

Report To: Assistant Accountant

Job Summary: The Cashier is primarily responsible for generating cost estimates, invoices, and submitting the invoices through the appropriate billing system. He/she will be responsible for communicating with physicians, Receptionists, and Registered Nurses to ensure accurate billing and prompt cash collection. They must be an excellent communicator, a responsible and well-trained professional administrator, and able to give the best customer service with little supervision. They must be confident and have fantastic interpersonal skills that will contribute to the efficient day-to-day administration of the facility.

Key Duties and Responsibilities:

- Ensure accurate billing of invoices and patient details in Sage, including complete contact, insurance, and employer information.
- Obtain Guarantees of Payment (GOP), pre-authorizations, and referral letters from insurance companies for outpatient and inpatient care
- Maintains up-to-date knowledge of insurance companies' guidelines.

- Provide patients with clear explanations of charges and cost estimates for cash patients, updating their file every 24 hours (if admitted).
- Capture and regularly update patient information in the SAGE system, verifying insurance details and ensuring coverage accuracy.
- Maintain patient records with up-to-date contact, insurance, and financial information, following up as needed.
- Ensure timely collection of payments, manage overdue invoices, and prepare monthly billing reports.
- Collaborate with physicians to ensure accurate ICD-10 coding and timely submission of reports for insurance billing.
- Uphold strict patient confidentiality, maintain secure and accurate medical records, and assist with general clerical duties.
- Support colleagues across various departments, attend staff meetings, and submit weekly reports to the line manager.
- Perform additional tasks as assigned by the Line Manager or Country Manager.

Required skills and abilities:

- ✓ Excellent organizational skills with strong attention to detail.
- ✓ Critical thinker with problem-solving abilities.
- ✓ Ability to maintain strict confidentiality with sensitive information.
- ✓ Capable of multitasking effectively in high-pressure environments.
- ✓ Strong written and verbal communication.
- ✓ Experience with electronic medical and accounting software (Sage, QuickBooks, E-Medical, EMR systems).
- ✓ Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook).
- ✓ In-depth knowledge of insurance and billing practices.
- ✓ Ability to sit for extended periods.
- ✓ Compassionate, patient-focused, and empathetic.
- ✓ Honest, reliable, and maintains high integrity.

Education, Experience & Another requirement:

- ❖ Higher diploma in Commerce, Business Studies, or relevant course Must possess a valid ID (e.g. passport, voter card, national ID, or driver's license)
- ❖ Years of experience needed: at least 2 experience in a similar position is required

Work Environment & Physical Requirements:

- This position requires onsite attendance. As such, the ideal candidate will adhere to the designated work schedule.

How to Apply?

Visit <https://ami.health/careers/> - and search location Monrovia for position details, then apply by submitting your resume or CV, cover letter, high school diploma or college degree, and professional license (where applicable) to email address: **careers.lr@ami.health**

Please note that only selected candidates will be contacted.

Equal Employment Opportunity Statement: AMI provides equal employment opportunities to all and welcomes applicants from all backgrounds to participate in its employment practices. This practice is to ensure AMI maintains a diverse and robust workforce. Based on the above, the company prohibits discrimination and harassment of any type based on race, color, religion, age, sex, tribe, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by the laws of Liberia. Employment decisions are based strictly on business needs, job requirements, and individual qualifications. Therefore, this statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The deadline for application is Friday, **September 20, 2024**.