

<b>Job Title</b>	Hospital Clinical Coder
<b>Division</b>	Hospital
<b>Location</b>	Johannesburg Surgical Hospital
<b>Reporting Structure</b>	Patient Services Manager

### Job Summary

Johannesburg Surgical Hospital is a leading healthcare institution dedicated to providing exceptional surgical care to our patients. With state-of-the-art facilities and a commitment to excellence, we strive to deliver the highest standards of medical service. As part of our ongoing commitment to quality patient care and efficient healthcare management, we are seeking a skilled Clinical Coder to join our Patient Services Department.

The Clinical Coder will play a critical role in ensuring accurate and timely coding of medical procedures and diagnoses for billing and statistical purposes. Working closely with healthcare providers, the Clinical Coder will review patient records, assign appropriate diagnostic and procedural codes, and ensure compliance with coding guidelines and regulations. This position offers an exciting opportunity to contribute to the efficient operation of our hospital and support our mission of delivering exceptional patient care.

### Requirements

- Strong understanding of medical terminology, anatomy, physiology, pathophysiology, and disease processes.
- Excellent attention to detail and analytical skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong communication and interpersonal skills.
- Knowledge on how to apply SA ICD-10 Morbidity coding standards and guidelines, The World Health Organisation (WHO) coding rules, PHISC ICD-10 and CCSA coding standards and guidelines

### Qualifications Preferred

- Certificate in Advanced ICD-10
- Certificate in Advanced Complete CPT for South Africa

### Minimum Requirements

- Diploma in Nursing with SANC registration as a Registered Nurse is essential
- Diploma or degree in Health Information Management, Medical/ Clinical coding.
- Certification in medical coding (e.g., Certified Coding Specialist - CCS, Certified Professional Coder - CPC)

### Experience

- Minimum of 2 years of experience in clinical coding within a healthcare setting.
- Proficiency in ICD-10-CM, CPT, and HCPCS coding systems.
- Intermediate computer proficiency.

### Responsibilities

- Review patient medical records to accurately assign diagnostic and procedural codes according to international coding standards (e.g., ICD-10-CM, CPT).
- Ensure completeness, accuracy, and compliance with coding guidelines and regulatory requirements.
- Collaborate with healthcare providers to resolve coding discrepancies and obtain additional documentation as needed.
- Analyze coding and billing data to identify trends, patterns, and areas for improvement.
- Stay current with updates to coding guidelines, regulations, and industry best practices.
- Participate in coding audits, quality improvement initiatives, and departmental meetings as required.

## Benefits

- Competitive salary and benefits package.
- Opportunity to work in a leading healthcare institution with state-of-the-art facilities.
- Professional development and training opportunities.
- Collaborative and supportive work environment.
- Opportunity to make a meaningful impact on patient care and healthcare management.

### **Johannesburg Surgical Hospital is an equal opportunity employer.**

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [chiara.els@jsh.co.za](mailto:chiara.els@jsh.co.za) with the subject line "Clinical Coder Application - [Your Name]".

Applications will be reviewed on a rolling basis, so early submissions are encouraged.

### **Please Note:**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.