

Are you smart? Professional? Efficient? Effective? Passionate about your work?

The Government Pensions Administration Agency (GPAA) is a government component which reports to the Minister of Finance and administers funds and schemes on behalf of the Government Employees Pension Fund (GEPF), the largest pension fund in Africa. It thus administers the pension affairs of approximately 1,7 million government employees and those of pensioners, spouses and dependants.

To meet the needs of our changing client base, the GPAA is modernising. In order for this modernisation to be effective, we are looking to bring bright and enthusiastic professionals from all disciplines of life, who are interested in contributing towards positive change, into our fold. If this is you, please apply for the posts detailed below:



MEDICAL CASE AUDITOR: MILITARY PENSIONS AND MEDICAL

Ref: MCA/PR1/2015/10-3C

PROGRAMME 1

R275 571 to R319 473 plus 37% in lieu of benefits

24 months contract

PRETORIA

Various Medical Case Auditor positions are currently available at the Government Pensions Administration Agency: Programme 1 Unit and will be filled on 24 months contract.

KEY RESULT AREAS:

The purpose of the position is to effectively and efficiently render medical support to internal and external stakeholders.

The incumbent of this position will be responsible for medical case management of military pensioners and IOD clients and the administration of pensioners' medical plan which includes the following:

Manage medical costs by case management, pre-authorization and tariff negotiations:

- Monitoring of Hospital Admissions weekly
- Give feedback to CMO and colleagues re cases in hospital and hospital utilization management
- Authorization of Admissions, MRI Scans, CT Scans, Chronic medication, prosthetic repairs and replacement
- Negotiate tariffs for subsequent certain acute care procedures
- Indicate and request for Medical Reports as per checklist
- Adjudicate requests for subsequent care and refer to CMO as necessary
- Assess and adjudicate medical service provider reports and advise on invoices submitted and captured when requested
- Visit medical service providers and hospitals when requested

Provide medical management of pensioners:

- Organise prosthetic review clinics
- Capture Medical Reports in respect of pensioners, chronic medication, and subsequent care and specific medical reports requested
- Assist with education of pensioners on entitlements.

Assist with Claims settlement by reviewing files, requesting medical reports, updating GPAA IT systems, assisting with claims adjudication and Impairment Assessment:

- Follow up, from GPAA system generated reports, on new potential high cost claims based on type of injury and estimated cost, and advise claims assessors.
- Assist Assessors with ICD 10 codes and medical terminology.
- Follow up on 3 month and older claims, presented to medical department for adjudication and advice on further medical management

- Manage and organize Impairment Assessment Clinics and Files for Clinic and report during roadshows
- Attend Impairment Assessment Clinics
- Assist in obtaining outstanding information, banking details and ID document of members
- Update information on the IT system including outcomes.
- Attend awareness campaigns and update member records, medical reports and condition of prostheses where necessary.

REQUIREMENTS:

- A recognised three year diploma/degree in nursing with 3 years appropriate proven experience as professional nurse
- Registration with Nursing Council or relevant Health Professional Council (proof should be attached to application)
- ICD 10 coding is recommended and will be an advantage
- Experience within Occupational Health will be an advantage
- Experience in compensation systems in South Africa (COIDA, Military Pensions Act, Military Veterans Act) will be an advantage
- Experience in the processing of medical invoices, approval of prostheses, chronic medication, hospitalization, etc. will be an advantage.
- Computer literacy that would include a good working knowledge of Microsoft Office products.
- A valid drivers license

COMPETENCIES AND KNOWLEDGE:

- Self motivated
- Objective
- Patient
- Resourceful
- Information management and analysis
- Someone that can take initiative
- Someone that will work with highly confidential information
- Integrity
- Decision making skills
- Stress tolerance
- Managing work and time
- Contributor to team success
- Building customer loyalty

PLEASE NOTE: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Ms Mapule Mahlangu on 012 399 2639, Government Pensions Administration Agency (GPAA), hand deliver at 34 Hamilton street, Arcadia, Pretoria before 12h00 on closing date. You may also hand deliver at any of our Regional Offices. Kindly refer to website for the addresses of the Regional Offices

Closing date: 27 November 2015 before 12h00 noon. No faxed/e-mailed or late application will be accepted.

Requirements of Applications: Must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gpaa.gov.za (Originally signed). Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID and drivers license if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than three months. Application that do not meet the above requirements will be deemed as unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and attach the evaluation to the application.

Candidates must agree to the following: Signing a Declaration of Secrecy, that a thorough reference and Security Clearance check with regard to work performance will be done, South African citizenship, qualifications, criminal and credit record can be done and if it is not positive, the candidate can be asked to leave the service of the Department. The Government Pensions Administration Agency reserves the right not to fill the advertised position. It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test.



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA