



# PLAINSVIEW HOSPITAL

Thika road/Ruiru town Junction  
Next to Jamia Mosque  
Thika Road.

P.O BOX 208, Ruiru

Tell: 0711717863

Cell: 0719891942

- **Job Type:** Full Time
- **Job Title:** Medical Billing Team Lead
- **Job Field:** [Medical / Health](#)

## Role of Purpose

Plainsview Hospital, a leading health care institution in Kiambu County has excellent career opportunity for individuals who possess a passion for excellence, strong work ethic, are results oriented and committed to continual improvement.

To manage internal and external processes encompassing the daily management of billing, collections and reconciliation in the hospital procedures.

## Duties and Responsibilities.

- Develop, monitor and make continuous improvements to all billing procedures for the hospital
- Hire, train, coordinate and manage work of all billing and collections staff
- Verify the accuracy of claims reimbursement and billing in accordance with Healthcare Billing guidelines
- Identify problem areas or situations, evaluate root cause, and take appropriate action to resolve issues
- Handle statutory and Internal audits including query handling and schedule preparation
- Prepare billing Reports
- Prepare periodic billing reports for revenue, invoicing, utilization and assign responsibility of all unbilled accounts
- Maintain and test internal controls related to billing and collections
- Respond to inquiries concerning billing activities.

## Qualifications:

- Must have completed CPA Section IV.
- Must have at least 5 years of experience in a similar position.
- Must have a strong understanding of accounting theory.
- Highly detail oriented and organized in work.
- Expert knowledge in medical billing processes.
- Strong leadership skills.

- Sound problem solving and decision making skills.
- Refined customer service skills.
- Excellent negotiations skills.
- Knowledge in accounting software (Excel & SPS) is an added advantage.

### **How to Apply**

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) to;

Human Resources Manager

Plainsview Nursing Home Ltd

P.O. Box 208 - 00232,

Ruiru OR [recruitment@plainsviewhospital.org](mailto:recruitment@plainsviewhospital.org) not later than **Sunday 17<sup>th</sup> August 2025**. Your CV/Resume **MUST** include full names, I.D No. and contact details of 3 referees.

### **NOTE**

- We are only receiving soft copy applications
- **ONLY SHORTLISTED** candidates will be contacted.

***Plainsview Hospital is an equal opportunity employer.***