

VACANCY

CAREER
OPPORTUNITY

CLOSING DATE
08 September 2026 (Close of business)

PRE ASSESSOR :
Business Unit: Methealth Namibia Administrators
Contract Period: **Fixed term contract** | Department: P S E M A S Claims
Location: W i n d h o e k , Namibia

JOB SUMMARY
The Pre-Assessor is responsible for verifying the completeness of manual claims, correct batching of claims where required, and performing pre-assessment of all applicable claims to ensure accurate and efficient processing in line with standard operating procedures and fund rules. The role reports to the Team leader: PSEMAS Claims.

As per Affirmative Action Act, 1998, persons from the designated groups are encouraged to apply. Only shortlisted candidates with the relevant supporting documentation attached to their CV's will be contacted.

- KEY PERFORMANCE AREAS:**
- 1. Verify completeness of claims, ensuring all required documentation is attached in accordance with fund rules and procedures.
 - 2. Perform pre-assessment of claims by accurately capturing membership and practice details on the system.
 - 3. Ensure correct allocation of payee indicator (member or health professional) to prevent payment errors.
 - 4. Maintain accuracy and adherence to turnaround times as per standard operating procedures.
 - 5. Facilitate printing and uploading claims to the Health Professional E-Doc platform where applicable.
 - 6. Signing off and returning log sheets to branches and client advisors as proof of receipt.
 - 7. Liaise with relevant department to update Health Professionals practices details on the system.
 - 8. Ensure proper batching, record-keeping, and archiving claims documentation.
 - 9. Comply with all internal controls, policies, procedures, and confidentiality requirements.

- THE IDEAL CANDIDATE SHOULD MEET THE FOLLOWING REQUIREMENTS:**
- 1. Grade 12 with 25 IGCSE points
 - 2. Minimum of 2 years' clerical or administrative experience, preferably within a healthcare or medical aid environment.

- TECHNICAL AND BEHAVIORAL COMPETENCIES**
- 1. Proficiency in Microsoft Office (Word, Excel, Outlook).
 - 2. Strong attention to detail and high level of accuracy.
 - 3. Good organisational and time management skills.
 - 4. Ability to work under pressure and meet tight deadlines.
 - 5. Strong interpersonal and communication skills.
 - 6. High level of integrity and professionalism.

Interested employees are encouraged to apply via online:
For queries kindly email: hr@methealth.com.na