

## 求人情報

エントリーレベル

ポジション名	Payments Processing Executive- English and Japanese speaker
企業名	International SOS France
掲載開始・更新	2024-04-23 / 2024-04-23
職 種	事務系 - 営業事務/アシスタント/一般事務/受付
業 種	医療・福祉関連
勤務地	アジア 日本 東京都
仕事内容	<p>- Do you enjoy speaking English? - Are you detail oriented? - Do you want to join an international market leader with a mission to help people?</p> <p>We are looking for a Payments Processing Executive to join our team who are handling the appointments, referrals and healthcare provider payments for several US Military Healthcare Facilities located across Japan. You will be responsible for taking incoming calls from Japanese providers, translators, Military Healthcare Facilities and patients for their availability, referrals for translations as well as input claims. You may be requested to translate invoices from Japanese to English occasionally.</p> <p>This is a hybrid role, working 3 days per week in our office in Tokyo.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"><li>•To take incoming calls from Japanese healthcare providers, Military (Healthcare) Treatment Facilities, Japanese translators and patients and actioning any follow ups required</li><li>•Ensure the accurate and timely processing of authorizations and appointments</li><li>•Help resolve claims issues on behalf of providers and patients, working with International SOS teams to ensure timely and accurate resolution</li><li>•Send referrals to Japanese vendors for translations</li><li>•Input claims data onto system</li></ul>
企業について(社風など)	International SOS is the world's leading medical and security services company with over 12,000 employees working in 1,000 locations in 90 countries. International SOS Government Services administers the TRICARE Overseas Program providing high-quality, accessible health care services for U.S. Military service members, family members, retirees, and other eligible beneficiaries overseas.
勤務時間	To be defined
応募条件	<ul style="list-style-type: none"><li>•Experience in claims and billing preferable</li><li>•Customer service skills</li><li>•Knowledge of hospital/medical administration a plus</li><li>•Bachelor's degree desirable</li><li>•Professional level English language</li><li>•Native level Japanese language</li><li>•PC Skills (Excel, Word, Powerpoint)</li></ul>
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