



A fully owned subsidiary of Melstacorp PLC, a part of Melsta Health, Melsta Hospitals – Ragama is a fully-fledged multi-specialty general healthcare facility which is equipped with state-of-the-art medical diagnostic technology as well as advanced medical and surgical therapeutic technology. The hospital strives to provide comprehensive and quality healthcare on par with world-class standards at affordable rates making it easily accessible to everyone across the country, by delivering innovative and patient-centric healthcare solutions. Established with the aim of delivering high quality care through comprehensive and integrated clinical practice, providing personalized attention to every patient, the 70-bed multi-specialty became the only healthcare institution in the country to be accredited with an integrated management system (IMS) comprising of four international standards; ISO 9001 :2015, ISO 22000:2018, ISO 14001:2015 and ISO 45001:2018.

VACANCY FOR IN-PATIENT BILLING ASSISTANTS

KEY RESPONSIBILITIES

- Preparing Inpatient final bills on daily basis
- Checking the data input in the accounting system to ensure accuracy of final bills.
- Coordinating with insurance companies whenever necessary.
- Coordinate with other relevant departments in connection with preparing final bills.

CANDIDATE PROFILE

- G.C.E A/L passed in commerce stream.
- Age between 21-32
- Should be able to work on shift basis
- Experience in healthcare industry would be an added advantage.

VACANCY FOR CASHIERS

KEY RESPONSIBILITIES

- Preparing accurate and complete receipt / invoices upon payments.
- Handling all collection and reconcile it each cashier sessions.
- Provide speedy and quality customer service.
- Update all relevant records in the hospital information system related to cashiering function and liaise with senior cashier.

CANDIDATE PROFILE

- O/L & A/L (Preferably in commerce Stream)
- Computer literacy is must. Quick learner & a good team player.
- Age should be below 28 years.
- Previous experience at a reputed organization as cashier will be an added advantage

HEAD OF HUMAN RESOURCES

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Applications will be treated confidentially, and only the short-listed applicants will be contacted.

