

Advert
Consultant: Injury On Duty Recoveries

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Head Office | Operations | Fixed-term or Permanent

POLMED is seeking an experienced **Consultant: Injury On Duty Recoveries** to drive effective and efficient facilitation of medical expenses reimbursements, using databases and analytics for third party recoveries to effectively administer, and track transactions. The role is responsible for ensuring effective liaison with the Administrator, medical practitioners and SAPS in identifying possible Injury On Duty cases to correctly register IOD cases for Workman Compensation Claims, while ensuring member healthcare delivery. The role entails effective resolution of third party claims related queries and issues.

What you will be responsible for:

- IOD claims data from various sources for efficient identification and recovery of IOD-related medical expenditure
- Engages with Service Providers to share information requirements for successful IOD recovery per set criteria
- Verifies IOD claims with members and SAPS; and Produces Potential IOD cases report
- Conducts detailed analysis of IOD-related medical claims for accurate quantification of IOD recovery amounts
- Interventions to redirect the medical claims to be re-imbursed by SAPS
- Liaises with SAPS and Administrator for registration and reimbursement of IOD expenses to the scheme
- Engages with SAPS to follow up on IOD claims submissions; and receives and records approvals for IOD reimbursement from SAPS.
- Batches IOD claims and confirms that claimed amounts are equivalent to costs incurred by the scheme
- Develops effective stakeholder relationships with the Administrator, medical practitioners and SAPS to optimise IOD recoveries and to expedite issue resolution
- Liaise with members, administrator, health care providers and SAPS for effective IOD recoveries; and resolves queries related to IOD claims to enhance member delight

- Contributes to a high-performance corporate culture that promotes ethical practices and encourages individual integrity, accountability, and social responsibility.

What you will bring:

- NQF Level 7 qualification in Nursing
- Registration with SANC
- 4 years' experience in medical Third Party Claims, Administration Services or Cases Management in medical schemes

You will thrive in this role if you:

- Possess technical expertise in Third Party claims: You will bring a solid understanding of ICD-10 and CPT coding experience
- Master high-level Administration and Problem Solving: You are a result driven professional with strong organisational skills and ability to apply creative problem-solving to complex administrative workflows
- Are a good Communicator and Collaborator: You excel at business report writing, delivering impactful presentations, and maintain clear communication while fostering a culture of collaboration across the team
- Navigate Stakeholder Relationships with Diplomacy and Empathy: You possess the interpersonal skills and diplomacy needed to manage the sensitivity of various stakeholders with tact and professional poise.
- Live POLMED's values of **Care, Respond, Collaborate, Respect, and Integrity**

How to apply:

If you are ready to take on this role, please send your CV to hr@polmed.co.za:

In the **body of your email**, please clearly state your **current notice period**.

The **subject line** must strictly read: **Application for Consultant: Injury On Duty Recoveries**

Please note: **Applications that do not meet the above requirements will not be considered for shortlisting.**

If you do not hear from us within the next two weeks, please consider your application unsuccessful on this occasion.

Closing date: 15 May 2026