

Registered Nurse, Laboratory Technician, and Inpatient Billing Officer- Saint George Medical Center – Ajaltoun (SGMC)

Founded in 2022-2023 by Matta Group, Saint George Medical Center Located in the heart of Keserwan region in Mount Lebanon is a medical institution

Location: Ajaltoun

1- Registered Nurse:

Major: degree in Nursing

Experience: 1-2 years of Clinical Nursing Experience

Additional Requirements:

- Having the Nursing Colloquium,
- Nursing license from MOPH and being registered in the Order of Nurses

2- Laboratory Technician:

Working Hours: Night Shift

Major: degree in Medical Laboratory Sciences, or any related field

Experience: 1–2 years of laboratory experience

Major Responsibilities:

- Perform routine and STAT laboratory tests with accurate sample handling.
- Verify results and promptly report critical values.
- Operate and maintain laboratory equipment, including running calibrations and daily quality controls.
- Perform phlebotomy for emergency and inpatient requests as needed.
- Monitor reagent levels, temperatures, logs, and expiry dates.
- Adhere to safety standards and maintain a clean work environment.
- Prepare the laboratory for morning handover and complete any pending records or tests.
- Perform Blood Bank responsibilities during the night shift, including processing samples, issuing blood products, and completing required testing

Additional Requirements:

- Familiarity with Blood Bank operations is a plus
- Having the work license from MOPH.
- Time management and ability to work independently during night shifts
- Knowledge of safety standards, infection control, and proper documentation

3- Inpatient Billing Officer:

Major: degree in Business Administration, Accounting, Finance, or any related field

Experience: 2-4 years of relevant experience, preferably within a hospital or healthcare setting

Major Responsibilities:

- Prepare and price final invoices for discharged inpatients in accordance with hospital tariff policies and procedures.
- Process cash and third-party payer invoices and forward finalized documents for settlement and review.
- Coordinate with physicians, hospital departments, and insurance representatives to obtain approvals, supporting documentation, and resolve billing-related issues.
- Verify the accuracy, completeness, and compliance of billing documentation with hospital procedures and contractual requirements.

- Analyze patient charges to determine insurance coverage and patient responsibility amounts.
- Follow up on adjusted claims and communicate billing outcomes clearly to patients and third-party payers.
- Respond to patient inquiries regarding billing and payment matters professionally and efficiently.
- Support colleagues within the billing department and perform related administrative duties as required.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802