

*Apprenticeship Scheme*

# Medical Billing and Administrative Apprentices (2 Posts)

Integra Healthcare Ltd is looking for 2 enthusiastic people to join our innovative Medical Billing and Administrative Apprenticeship Program. No specific previous employment experience is required but the individuals applying must have a strong desire to learn and develop a career in healthcare billing & administration. The suitable candidate must also match our essential requirements listed within.

✉ [worc.training@gov.ky](mailto:worc.training@gov.ky)

🌐 [www.integra.ky/apprenticeships](http://www.integra.ky/apprenticeships)



**WORC**

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

  
**IntegraHealthcare**

# The Programme

This programme, spanning 2 years, will provide you with full training and a recognised qualification in Medical Billing & Coding (recognised in the Cayman Islands and USA). During the programme, you will be paid a salary, which will increase in line with your progress and achievements during the training. At the end of the 2 years, after completion, our goal is to be able to offer you the opportunity to continue to work for Integra, or alternatively, you may decide to pursue a similar role elsewhere with the qualifications and knowledge attained during this period. You may even choose to pursue further qualifications.

The programme involves a supported and guided technical training and experience encompassing how to use digital healthcare record systems, generate health insurance claims, liaise with insurers for patient's healthcare benefits, schedule appointments, check out processes including handling payment transactions, and associated clerical tasks. Additionally, you will be required to complete the US and Internationally recognised 'Certified Professional Biller (CPB™)' course, for which you will be given dedicated time and continue to be compensated during this period, as well as associated learning to ensure you are confident with medical terminology, specific coding scenarios and International Classifications of Disease, used in the coding process. You will be supported, mentored and encouraged throughout your training and apprenticeship by our existing admin and nursing team, and will also have a designated mentor.

**Please note these are full time roles.**



## Terms & Conditions

**Hours:** 8.30am to 5:30 pm Monday to Friday and alternative Saturdays from 8.30am to 1:00pm (Study time will be allocated within these hours)

**Salary will escalate according to learning and standards milestones assessed at time points:**

- CI\$1,500 from the start
- CI\$1,750 from month 6
- CI\$2,250 from month 12
- CI\$2,500 from month 18
- CI\$2,750 from month 24 onwards

All tuition fees will be covered by Integra.  
Normal Labor Law terms will apply with respect to sickness, health insurance, maternity and pensions.



# Application Criteria

## Apprentice Application Requirements

- Must be 17 years and older
- Must be registered with WORC as a Job Seeker
- Applicants must be Caymanian to apply for these posts
- A strong desire to develop a career in healthcare billing & administration
- Caring, kind, cheerful, friendly, team player
- Attention to detail
- Able to work in a team, but use your own initiative
- Good verbal and written communication skills, and numeracy skills
- Good attendance record either at school or in previous employment (demonstrated by transcript or reference)
- Evidence of both willingness and ability to learn

## Application Process

Application forms can be obtained by email to [worc.training@gov.ky](mailto:worc.training@gov.ky) or by calling 938-5360

Email completed application form to [worc.training@gov.ky](mailto:worc.training@gov.ky).

Please include the following in your application:

- A cover letter explaining why you want to apply, why you believe you would perform well in this role and how you meet the essential requirements
- Completed application form, along with a CV if you have one
- A copy of your exam certificate results or if still at school a signed and sealed transcript (if you need to apply for this please let us know in your cover letter when we can expect to receive it)

Please note incomplete applications will be rejected, given the importance of attention to detail in a healthcare financial role.

Please note if you are called to interview you will be expected to do a simple assessment centre, including basic numeracy and written skills.

**Application process will begin July 2024**

