



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	RichardsBay Medical Institute – Reception
<b>VACANCY:</b>	Admissions Clerk

### PURPOSE OF POSITION

The admission of patients in line with relevant Medical Aid requirements. Coordinate a range of tasks from scheduling of appointments, admissions, compiling and billing of files, managing queries and administration of Finance duties. This position reports to the Reception Supervisor.

### KEY PERFORMANCE AREAS

- Patient Admissions, confirmations
- Switchboard Management
- Assistance in general in Admin Department
- Radiology department admissions & administration
- Patient Confidentiality
- Patient Follow up Administration
- General Audit processes
- Administration and finance duties

### COMPETENCIES (The following will be advantageous)

<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"><li>• At least 3 years' experience in Patient Admissions, Receptionist, Front of Office Liaison position in a Medical Facility</li><li>• National Senior Certificate</li><li>• Must be prepared to work beyond the working hours when the need arises</li><li>• Must have excellent telephone skills</li><li>• Must possess excellent inter-personal skills</li><li>• Must be able to work independently under minimum supervision</li></ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"><li>• Good interpersonal skills with doctors, patients and colleagues is essential</li><li>• Must have excellent telephone skills.</li><li>• Must possess excellent inter-personal skills.</li><li>• Must be able to work independently under minimum supervision.</li></ul>

<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>

CV's together with supporting documents should be submitted to: heidi.rodriques@jmh.co.za

**POPIA CLAUSE – HR ADVERTS**

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).  
By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.  
If unsuccessful, your personal information is securely destroyed and is not retained by the company.

**NB: Only short-listed candidates will be contacted.**  
**Kindly note that should you not be contacted for this position; your CV will be discarded, and you will be required to re-apply for any other positions advertised.**

**Closing date for applications is 3 March 2023**

**Yours faithfully**  
**Jenny Bux Group HR Manager**