

VACANCY

DIVISION:	BILL AUDIT
JOB TITLE:	WARD CLERK

PURPOSE OF POSITION

The purpose of the Ward Clerk is to evaluate and prepare, process, and produce the patient's file. Ward clerks must print account statement and audit statement for completeness, this is a final verification of all charges at the ward level. Ward Clerks are required to provide administrative service to the ward and to ensure that stock at ward level is well maintained and controlled efficiently.

KEY PERFORMANCE AREAS

- Accountable and responsible for stock control and compliance in the unit
- Assisting unit manager with all administration work.
- Inform case management of all inter – ward transfers.
- Ensuring patient register is updated daily to ensure proper patient inventory
- Ensuring split files are created and new authorization to be obtained should the patient's medical aid require a 2nd admission file due to diagnoses, relevant documentation such as DSM forms and motivational letters to be obtained from admitting doctor.
- Discharge files must be sent to bill audit department timeously, ensure all document are present and file is completed and sign off by ward clerk.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Must have Grade 12 qualification. • Must be computer literate. • Experience in a multidisciplinary hospital environment will be advantageous
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Excellent Communication Skills
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.

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

NB: POPIA CLAUSE

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.

Closing date for applications is 21 July 2023

Yours faithfully
Jenny Bux Group HR Manager