



## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	JMH GROUP -PHARMACY
<b>JOB TITLE:</b>	GROUP PRICE FILE & HOSPITAL STOCK CONTROLLER

### PURPOSE OF POSITION

- The purpose of the group hospital stock controller and price file coordinator is to ensure effective and accurate price file management in the JMH group.
- To ensure stock control excellence across the JMH group.
- To ensure quality patient billings with feedback to sites to ensure that pharmaceutical procurement is aligned to funder re-imburement models.
- To ensure training and development of pharmacy personnel.

### KEY PERFORMANCE AREAS

#### Price File management

- Examine the surgical and ethical billing in accordance with single exit price and net acquisition price and identify discrepancies and ensure that internal control measures are in place to facilitate correct pricing.
- Review the centralized master and update the codes, ensure that the consolidated stock valuation is accurate.
- Maintain the Vendor Master with review from the group pharmacy manager.
- Ensure that the formulary, is effective at all sites.
- Prepare pricing comparisons for the group pharmacy manager and prepare reports for supplier negotiations.
- Create dashboards -for the management of non-recoverable -consumables and apply surveillance on clinical practice.

#### Stock

- The group hospital stock controller will coordinate the quarterly stock take, cyclical counts and identify high value stock and mitigate the risk of damaged, redundant and expired stock.
- The group hospital stock controller will coordinate cyclical counts and develop policies for internal control and accountability at the site level.
- Examine consignment stock and prosthesis billings per site.
- **Documentation:** group stock documentation will be reviewed, and newer templates designed and implemented per site.
- The incumbent will supervise operating theatre workflows i.e. capturing of theatre charge sheets, billing of consignment stock and prosthesis.

### COMPETENCIES (The following will be advantageous)

	<p><b><u>Patient Billings</u></b></p> <ul style="list-style-type: none"> <li>• Identify cost drivers with room for conversions.</li> <li>• Analyze patient billings per site and identify materials with incorrect nappi codes and indiscriminate use per procedure.</li> <li>• Provide a summary off surgical and ethical write offs per site</li> <li>• Attend Risk sharing meetings.</li> <li>• Advise of “To take out Benefits “per site.</li> <li>• Research prepacks and supply cost effective proposals aligned to fixed fee /procedure input.</li> <li>• Billings: documentation and charge sheets will be reviewed and evaluated to promote efficiencies within the organization.</li> <li>• Review billings rejections.</li> </ul> <p><b><u>Training and Development</u></b></p> <ul style="list-style-type: none"> <li>• Co-ordinate teams meetings.</li> <li>• Prepare training manuals for sites.</li> <li>• Project management on Strategic – Pharmacy projects.</li> <li>• Develop -Hospital Stock controllers in the JMH Group.</li> </ul>
<p><b>MINIMUM REQUIREMENTS</b> (Educational Qualifications &amp; Experience)</p>	<ul style="list-style-type: none"> <li>• Matric</li> <li>• A stock control diploma or Post Basic Pharmacy Qualification.</li> <li>• A finance qualification e.g. Bachelor of Commerce -will be an added advantage.</li> <li>• Delta 9 experience.</li> <li>• 10 years Private Hospital Experience.</li> <li>• SAP, ERP systems is an added advantage.</li> <li>• Ability to travel between sites.</li> </ul>
<p><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Excellent Excel skills</li> <li>• Must possess excellent inter-personal skill</li> <li>• Good communication skills.</li> </ul>
<p><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<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>
<p><b>JMH VALUES</b> (Commitment)</p>	<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>
<p>CV's together with supporting documents should be submitted to: <a href="mailto:recruitment@jmh.co.za">recruitment@jmh.co.za</a></p>	

**NB: Only short listed candidates will be contacted.**

**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.

**Closing date for applications is 10 December 2024**

**Yours faithfully  
Jenny Bux  
Group HR Manager**