



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	JMH GROUP
JOB TITLE:	REGIONAL DOCTOR LIAISON -6 MONTHS CONTRACT

PURPOSE OF POSITION

To act as an ambassador for the JMH Group and its subsidiaries and to promote JMH services and offerings to doctors, through continuous engagement with doctors and their secretaries and/or practice manager. To ensure the smooth and efficient booking of patients in the JMH group and to ensure the online booking system is managed efficiently.

KEY PERFORMANCE AREAS

- Manage the online bed booking process collaboratively with the hospitals and provide monthly updates or as and when needed.
- Planning doctor visits together with individual JMH Hospital Managers and liaising with doctors by building relationships and ensuring that he/she promotes JMH hospitals and the Group to ensure
 - Patient referrals
 - To act as a conduit between GP's, Hospital Managers and Specialists
- Assist the Hospital Managers with Dr recruitment as and when needed.
- Act as a custodian of all JMH developments and communicate the same to all GP's and relevant JMH databases.
- Ensure that that relevant GP JMH databases are up to date.
- Ensure necessary and approved assistance of Dr marketing activities in conjunction with and as approved by the Group Marketing Manager and relevant Hospital Manager
- Assist doctors with referrals giving medical aid rates.
- Submit reports to doctors.
- Plan doctor's visits and nursing home visits.
- Give regular feedback to management.

COMPETENCIES (The following will be advantageous)

<p>MINIMUM REQUIREMENTS (Educational Qualifications & Experience)</p>	<ul style="list-style-type: none"> • Must have a Grade 12 qualification • Must be computer literate. • Nursing Qualification would be advantageous. • Must have at Least 2 years customer services experience. • Must have least 1 year Hospital Admissions or Confirmations experience. • Must have experience with Medical Aids and ICD codes • Nursing background would be advantageous. • Required to have your own vehicle.
<p>SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Excellent Communication Skills • High multi-tasker • Good Telephone etiquette • Punctuality • Good time management
<p>BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies. • Honesty and Integrity
<p>JMH VALUES (Commitment)</p>	<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.
<p>CV's together with supporting documents should be submitted to: recruitment@jmh.co.za</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 26 August 2024

**Yours faithfully
Jenny Bux
Group HR Manager**