



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL -RECEPTION
JOB TITLE:	ADMISSIONS CLERK

### PURPOSE OF POSITION

The incumbent will be responsible for managing the full admissions process.

### KEY PERFORMANCE AREAS

- Receive patients into admitting booth with a positive friendly approach and attitude.
- Inform patients of payment procedures, clarifying medical aid / private fee split.
- Inform private patients of the deposit to be paid and that the balance of their account is to be settled on discharge.
- Respect the confidentiality of patients, visitors and doctors' requirements, addressing their needs with maturity and concern.
- Accept deposits and issuing of receipts for patient deposits e.g. maternity bookings, future operations (cosmetic plastic surgery) etc. ensuring security of monies by placing in the drop safe – refer to Cash Policy.
- Administration controls relating to Cash Collections.
- Must be able to work under pressure, independently and unsupervised.

### COMPETENCIES (The following will be advantageous)

<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"><li>• Must have Grade 12 qualification.</li><li>• Must be computer literate.</li><li>• Experience with the Delta 9 system is required.</li><li>• Must have minimum 1-2 years <b>relevant</b> hospital experience.</li><li>• Must be prepared to do shiftwork (<b>Night shift / Day Shift</b>)</li><li>• Must have experience with Medical Aids and Pre-authorizations Essential.</li><li>• Must have knowledge of admissions is essential.</li><li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li><li>• Switchboard experience would be an added advantage</li></ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"><li>• A general knowledge of hospital systems, processes and procedures.</li><li>• Excellent Communication Skills.</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: <a href="mailto:recruitment@jmh.co.za">recruitment@jmh.co.za</a>	
	<p style="text-align: center;"><b>NB: Only short listed candidates will be contacted.</b></p> <p style="text-align: center;"><b><u>POPIA CLAUSE – HR ADVERTS</u></b></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>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.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="text-align: center;">Preference will be given to employees from the designated group in line with the Employment Equity Act.</p> <p style="text-align: center;"><b>Closing date for applications is 29 April 2025</b></p> <p style="text-align: center;"><b>Yours faithfully</b>  <b>Jenny Bux</b>  <b>Group HR Manager</b></p>