



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 admission process.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • 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)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Must have Grade 12 qualification. • Must be computer literate. • Must have minimum 1-2 years relevant hospital experience. • Must be prepared to do shiftwork (Night shift / Day Shift) • Must have experience with Medical Aids and Pre-authorizations essential. • Must have knowledge of admissions is essential. • The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement. • Switchboard experience would be an added advantage
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • A general knowledge of hospital systems, processes and procedures. • 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: recruitment@jmh.co.za

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 31 July 2024

**Yours faithfully
Jenny Bux
Group HR Manager**