



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	ISIPINGO HOSPITAL
JOB TITLE:	DEBTORS CLERK
PURPOSE OF POSITION	
The incumbent will be responsible for ensuring that the cash flow of the JMH Group is maximised through debt collection and minimisation of risk.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> Accountable for the patient debtor's files that will be allocated by medical aid to facilitate prompt recoveries from the funders. Answer all telephone and written queries from medical aid and / or patient regarding the patient's account. Post all remittances from medical aids and patients relating to your "bank" of debtors timeously to ensure debtors accounts fully up to date daily. Identify, investigate, and execute any shortfalls and/or incomplete payments made by the medical aid and /or patient with rigid follow ups to be documented. Process all adjustments via journal entries to the debtor's system relating to your "bank" of debtors and to comply with the necessary procedures around credit control and best operating procedures. Constant evaluation of DSOs of individual patient debtors using age analysis and other measurement measures applicable. 	
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, with strong Excel Skills. (Higher competency will be an advantage). 2-3 years' experience in Credit Management/ Finance. Have relevant experience in Debtors/ Accounts Receivable Department in a hospital advantageous. Excellent inter-personal telephonic skills with public and medical aids. Must have knowledge of Medical Aids and Managed Health Care rules. A relevant qualification in this field would be a crucial advantage. Previous work in the ambulance environment will also be an advantage.
SKILLS AND COMPETENCIES (Practical & Technical)	<ul style="list-style-type: none"> Excellent attention to detail Excel & Microsoft word Excellent computer skills Ability to work well within a team Ability to work in a pressurised environment
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none"> Communication, and problem-solving skills. Adaptable, customer-focused, and capable of working well in a team. Attention to detail, empathy, and professionalism are also crucial attributes. Additionally, organizational skills and a commitment to continuous improvement are essential for ensuring smooth operations and providing excellent service to patients and visitors.

<p>JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • Respect for Individual Dignity: We uphold the dignity of every individual. • Excellence in Service to Doctors: We ensure top-quality service delivery to our physicians through efficient processes, clear communication, and proactive support, meeting their needs and exceeding expectations. • Trust and Development: We aim to nurture trust among our team members and offer training and growth opportunities to help them realise their maximum potential.
<p>CV's together with supporting documents should be submitted to: isirecruit@jmh.co.za</p>	
	<p>Join our team at Isipingo Hospital and contribute to our mission of providing exceptional care to our patients and community. Apply now to become our Debtors Clerk and make a difference in healthcare delivery.</p> <p>NB: Only short-listed candidates will be contacted.</p> <p>Closing date for applications 08 July 2024</p> <p>Yours faithfully Jenny Bux Group HR Manager</p>

