

VACANCY: RIBUMED DAY HOSPITAL

DIVISION:	DAY HOSPITAL
JOB TITLE:	PRE- ADMISSION/ ADMISSIONS CLERK
PURPOSE OF THE POSITION:	
<p>Basic Purpose of the role</p> <ul style="list-style-type: none"> • Understands supports and promotes the mission, vision and values of the organization. • Manage the full admission process. • Administration controls relating to Cash Collections and Co Payments • Reception duties • To perform other relevant tasks requested by senior staff. • At least 2 years of experience in a customer care environment. • At least 1 years of experience in a Hospital Admin role. • At least 1 years of Delta 9 experience. • At least 1 year experience in data capturing. 	
<p>KEY PERFORMANCE AREAS:</p>	
<p>Basic Purpose of the role</p> <ul style="list-style-type: none"> • Understands supports and promotes the mission, vision and values of the organization. • Manage the full admission process. • Administration controls relating to Cash Collections and Co Payments • Reception duties • To perform other relevant tasks requested by senior staff. • At least 2 years of experience in a customer care environment. • At least 1 years of experience in a Hospital Admin role. • At least 1 years of Delta 9 experience. • At least 1 year experience in data capturing. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Key working relationships • Confirmation of benefit structure as per medical aid rules to be done on admission. • Facilitate pre-authorization. • Facilitate the process of admission and pre-admission. • Facilitate the process of admissions and preadmissions. • Collect Cash and process payments. • Receiving cash and issuing of receipts. • Assist with switchboard duties. <p>Admin Management</p> <ul style="list-style-type: none"> • Data Capturing of patient details. • Do telephonic /faxing authorization notifications • Assist with bed booking in the wards internally. • Verify patient information on admission. <p>Risk Management</p> <ul style="list-style-type: none"> • Reception supervisor / Manager is to be advised immediately if any authorization was not obtained so that turn away process can be followed. • Incorrect admission details are to be referred to the reception supervisor immediately and the referral must be noted and signed by reception supervisor. 	



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- All authorization forms that have been e-mailed/UMS to medical aid must have proof of sent transmission attached to form. If sent to medical aid by admission staff proof to be handed to confirmation clerk a.s.a.p. to enable him/her to follow up.
- Ensure that all patient information is accurate according to his ID and supporting documentation.
- To be constantly alert and observant at the front desk especially when handling patients confidential information and money.

• COMPETENCIES (THE FOLLOWING WILL BE ADVANTAGEOUS)

<ul style="list-style-type: none"> • MINIMUM REQUIREMENTS • (EDUCATIONAL QUALIFICATIONS & EXPERIENCE) 	<ul style="list-style-type: none"> • Grade 12 • Preferably a tertiary qualification • Certificate in computer studies
<ul style="list-style-type: none"> • SKILLS • (PRACTICAL & TECHNICAL) 	<ul style="list-style-type: none"> • Excellent customer Services skill • The ideal candidate must have the willingness to assume job ownership, work independently and apply principles of continuous improvement • Preferably have Delta 9 or similar software experience • Understand Medical Aids and Pre-authorizations Essential. • Have a basic understanding of diagnosis. • Understand essential of admissions. • Must have Microsoft office computer experience. • Must have office administration experience. • Must have decision making and troubleshooting skill related to admissions and confirmations of a patient. • Excellent inter-personal and communication skills. • Work independently and unsupervised. • Preferably understand ICD10 codes. • Time management.
RIBUMED VALUES (COMMITMENT)	<p style="text-align: center;">THE RIBUMED VALUES</p> <ul style="list-style-type: none"> • We are engaged • We are responsive • We are considerate • We are credible • We are accountable

CV'S together with supporting documents should be submitted to: ribumedrecruit@ribumed.co.za

NB: POPIA CLAUSE

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 14 March 2025.

Yours faithfully

Jenny Bux - Group Human Resources Manager