



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY

<b>DIVISION:</b>	RICHARDSBAY MEDICAL INSTITUTE – ADMIN
<b>VACANCY:</b>	RADIOTHERAPY BILLINGS CLERK

### PURPOSE OF POSITION

Communication with doctors, to coordinate a range of tasks ranging from Radiation Therapy bookings, updating of authorisation, billing, and submission of Radiotherapy files. Continuous communication with doctors' rooms for authorisations and billings.

### KEY PERFORMANCE AREAS

- Radiotherapy billing
- Radiotherapy submission
- Financial Risk Management
- Private quotations for Radiation Treatment and Radiology CT scans
- Communication with Doctors and external clients
- Updating of authorisations
- Inter-personal relationships

### COMPETENCIES (The following will be advantageous)

<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Must have experience in Radiotherapy billing</li> <li>• Must have a good understanding of Oncology tariffs, charges, and coding</li> <li>• Must be prepared to work beyond the working hours when the need arises</li> <li>• Must have excellent telephone skills</li> <li>• Must possess excellent inter-personal skills and be able to manage a team</li> <li>• Must be able to work independently under minimum supervision</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Good interpersonal skills with doctors, patients and colleagues are essential</li> <li>• Must have excellent telephone skills.</li> <li>• Must possess excellent inter-personal skills.</li> <li>• Must be able to work independently under minimum supervision.</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>

**JMH VALUES**  
(Commitment)

- 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: [heidi.rodriques@jmh.co.za](mailto:heidi.rodriques@jmh.co.za)

**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.

**NB: No candidates will be shortlisted for interview without at least one of the following:**

- Must have experience in Radiation Therapy billing, and or Credit Control
- Must have a good understanding of Oncology tariffs, charges, coding, with at least 3 years' relevant experience in an Oncology Medical Facility

**Only short-listed candidates will be contacted.  
Kindly note that should you not be contacted for this position; your CV will be discarded, and you will be required to re-apply for any other positions advertised.**

**Closing date for applications is 24 January 2023**

**Yours faithfully  
Jenny Bux Group HR Manager**