



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	DURDOC HOSPITAL -RECEPTION
JOB TITLE:	ADMISSIONS CLERK X1

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: durrecruit@jmh.co.za	
	<p style="text-align: center;">NB: <u>POPIA CLAUSE</u></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;">Closing date for applications is 13 September 2021</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager</p>