



# ISIPINGO HOSPITAL

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	ISIPINGO HOSPITAL
<b>JOB TITLE:</b>	COVID CLERK (WCA/IOD CLERK)
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for ensuring that the cash flow of the JMH Group is maximised through debt collection and minimisation of risk.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>Primarily responsible for the COVID age analysis.</li> <li>To ensure that all documentation from admission to point of claim submission is obtained.</li> <li>To monitor and maintain the COVID register</li> <li>To ensure all JMH WCA employee injuries are registered and to follow up with Human Resources.</li> <li>To keep abreast of all COVIDA stakeholders i.e., FEM, Ethekewini Municipals, SAPS, DOH, RMA &amp; COVID Direct.</li> <li>To communicate directly with industries and all other service providers.</li> <li>To collate all documents for submission ensuring that the claim number is obtained with a correct Injury report and that all medical reports are matched as per Date of service.</li> <li>To prepare all submissions and capture on excel maintaining proof thereof.</li> <li>To follow up daily on outstanding debt and documents.</li> <li>To reconcile all payments received and action queries there-off.</li> <li>To receive and action all queries from all stakeholders.</li> <li>Provide a detailed monthly report of the book status.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>Must have Grade 12 qualification.</li> <li>Must be computer literate</li> <li>Excellent inter-personal telephonic skills with public, medical aids and all other Service Providers.</li> <li>To perform any other function within reasonable request within the JMH Group of hospitals.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>Must have excellent telephone skills.</li> <li>Must possess excellent inter-personal skills.</li> <li>Excellent Communication Skills.</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> <li>Report all irregularities to Management.</li> </ul>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>We respect the dignity of an individual.</li> <li>We are committed to giving our doctors top quality service.</li> <li>We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>We will act in a responsible manner towards our physical and social environment.</li> </ul>



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CV's together with supporting documents should be submitted to: [isirecruit@jmh.co.za](mailto:isirecruit@jmh.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 JMHS (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 01 August 2022**

**Yours faithfully  
Jenny Bux Group HR Manager**