

# Admissions Clerk

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

## Role Summary:

The Admissions clerk is responsible for welcoming and admitting patients to the hospital as well as dealing with general queries.

## Key Work Output and Accountabilities:

- Responsible for the admissions of casualty at Trauma and in patients at the main reception.
- To ensure that all documents for admissions are received and copied (Doctors note, ID , Medical Aid Card)
- To obtain and confirm authorisations with medical aids for the patients.
- Ensure that the ICD codes are entered on the patients profile on the system
- Ensure that the admission forms are on a daily basis for accuracy.
- To print patient labels and admission forms for the wards on a daily basis.
- To bill for medication at Trauma for private Casualty patients.
- To discharge patients and bill accommodation on a daily basis.
- Responsible for payments (deposits/general ) are collected and posted correctly.
- To assist patients with the completion of forms requesting the hospital files and the receipt of payment thereof.

- Grade 12 or equivalent NQF Level 4 Qualification
- SAP Experience
- Previous admin experience in a medical environment, advantageous
- Ability to remain calm and focused in emergency situations
- Excellent communication skills
- Computer Literacy
- Flexible in working hours/Shifts

**If you are interested in the position and wish to apply, kindly forward your CV to [caroline.machonyane@lenmed.co.za](mailto:caroline.machonyane@lenmed.co.za)**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent. If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



## WORK PROFILE

**Location:**  
Kathu Private Hospital

**Job Grade:**  
B2

**Benefits:**  
Pension Fund & Medical Aid

**Date Posted:**  
24 March 2020

**Closing Date for Applications:**  
31 March 2020

Lenmed is an Equal Opportunity Employer. The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

**Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.**