

Pre-Admission 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:

Pre-Admissions clerk to promote and encourage pre-booking of all theatre events. Introduce the pre-admissions process and explain value of service to patients public and all supporting providers .
Identifying financial risks through validation and confirmation processes

Key Work Output and Accountabilities:

- Responsible to capture pre- admission information to the SAP system ensuring accuracy and completeness.
- To ensure a smooth transition of patients on admission to support efficiencies and customer satisfaction.
- To ensure that all documents for admissions are received, signed 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 patient's profile on the system.
- Responsible for payments (deposits/general) are collected and posted correctly.

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- Previous experience in a medical environment, advantageous
- Managed Healthcare Principles would be advantageous.
- Excellent communication skills
- Computer Literacy /SAP experience would be advantageous
- Flexible in working hours/Shifts

If you are interested in the position and wish to apply, kindly forward your CV to keitumetse.mosikare@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:
Royal Hospital and Heart Centre,
Kimberley (Northern Cape)

Job Grade:
B2

Benefits:
Pension Fund & Medical Aid

Date Posted:
20 July 2021

Closing Date for Applications:
27 July 2021

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.