

Form: HRRF5 10/14	HR Department	Compiled by: L Schutte
Effective Date: 1 October 2014	Revision: 0	Approved by: L Labuschagne
Title: Standard Advertisement Template		



CAREER OPPORTUNITY: Administration Officer – Faerie Glen

This position reports to the Clinic Supervisor: Faerie Glen

PURPOSE:

- Ensure that all hospital admissions have a valid authorization from the medical aid, for patients being admitted to hospital. To gather all relevant information to pre-admit the patient on the system at least 2 days before the procedure. Make a file with all the forms that will be needed
- Admit patient into the hospital either by capturing the necessary information or confirming information for pre admitted patients
- Discharge patient
- To enter all the codes correctly to bill the patient
- Confirm that the details are correct on the system by checking the theatre lists and authorization letters and informing medical aids of changes or differences

Key Performance Areas:

1. Pre-Admissions
2. Confirmations
3. Admissions
4. Discharge
5. Updates
6. Billing
7. Office Administration

Requirements:

- Valid Grade 12 certificate
- Previous experience on dealing with different Medical aid will be an advantage.

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Officer at SharonM@eyeinstitute.co.za (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 09 September 2019

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.

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