

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: DEBTORS CLERK

This position reports to the Patient Services Supervisor

### **PURPOSE:**

The successful candidate will be responsible for the collection of outstanding patient accounts and liaison with medical aid schemes

### **Key Performance Areas:**

- Management and collection of outstanding accounts
- Accurate recording of actions taken on outstanding accounts
- Reconciliations of payment remittances
- Resolution of patient account enquiries

### **Requirements:**

- 3 years working experience as a debt collector – Healthcare industry experience will be advantageous
- Bilingual (Afrikaans and English) as well as excellent communication skills and telephone etiquette
- Computer literate

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

**Closing date: 19 November 2018**

*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.*