

ROLE PROFILE	
Role Title	<b>ADMIN MANAGER</b>
Department	<b>ADMIN</b>
Reporting Structure	<b>HOSPITAL MANAGER</b>
Closing Date	<b>26 January 2018</b>
ROLE SUMMARY	
<p>The Administration Manager is responsible for the overall management of the Administration area. Ensures that admissions and discharge of patients is done in a professional, friendly and timeous manner. Also create and maintain a goodwill with doctors and liaise with nursing staff regarding bed bookings.</p>	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> <li>• A tertiary qualification in Administration or Office Management or related.</li> <li>• Grade 12 or equivalent NQF level 4 qualifications</li> <li>• Intermediate computer skills</li> <li>• Knowledge of Medical Aids</li> <li>• Excellent Interpersonal and communication skills</li> </ul>	
WORK EXPERIENCE	
<ul style="list-style-type: none"> <li>• Three or more years of experience in a private hospital will be advantageous</li> <li>• Minimum of 3 to 4 years' managerial experience</li> <li>• SAP experience advantageous</li> <li>• Customer service orientated with high working standards</li> </ul>	
KNOWLEDGE	
<ul style="list-style-type: none"> <li>• Ensure staff admit patients in a professional, orderly manner and appropriate information is recorded</li> <li>• Ensure staff collect deposits and surcharges where applicable</li> <li>• Liaise with doctors and related departments regarding Theatre List and diagnosis</li> <li>• Liaise with nursing staff regarding bed bookings</li> <li>• Ensure confirmations is obtained regularly</li> <li>• Implementation, monitoring and maintenance</li> <li>• Compliance with Group Policy and Procedures</li> <li>• Ensure staff discharge patients in a professional, orderly manner</li> <li>• Ensure staff collect outstanding monies due by private patients and co-payments for medical aid or insurer patients where applicable</li> <li>• Ensure correct procedures are followed by staff at all times</li> <li>• Oversee and streamline billing and collections processes</li> <li>• Month-end closing of the billing group information, billing planning and implementation</li> <li>• Ensure adequate turn-around times are maintained</li> <li>• Ensure DNYB report is maintained and at an acceptable level</li> <li>• Plan and implement quality assurance for all processes</li> <li>• Personnel development and staff meetings</li> <li>• Staffing discussions and planning/interviews</li> <li>• Assist with the implementation of a new billing system</li> <li>• Oversee the case management function</li> <li>• Ensure cases are updated, appropriated as per agreements with medical aid</li> <li>• Actively participate as a member of a team to achieve goals</li> <li>• Work with management and staff in other department to achieve company goals and streamline processes</li> <li>• Active involvement in own professional development to maintain a satisfactory level of skill and knowledge.</li> <li>• Keep up to date with evolving policies and procedures and abide by them at all times.</li> <li>• Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.</li> <li>• Develop collaborative relationships to help accomplish work goal</li> </ul>	



## APPLICATION PROCESS

### **BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER**

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [applications.paardevlei@busamed.co.za](mailto:applications.paardevlei@busamed.co.za) before the closing date cited above. Should you not hear from us by the 31<sup>st</sup> January 2018, please consider your application unsuccessful.

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