

ROLE PROFILE

Role Title	ARCHIVING CLERK
Department	ADMIN
Reporting Structure	ADMIN MANAGER
Closing Date	15 MARCH 2019

ROLE SUMMARY

Busamed Gateway Private Hospital is looking for suitably qualified customer-orientated person to ensure all patients files are scanned and filed in accordance to the requirements set out by Busamed Gateway Private Hospital. The archiving clerk should be able to file all relevant discharged patient's files in sequential order, batched and ready for scanning and eventually prepared to go off site to Metro file for storage.

RESPONSIBILITIES AND DUTIES

- Scanning of all patient files once discharged using the hospital scanning system provided and thus storing patient's files in sequential monthly file format folders on the server for easy retrieval
- Photocopying of all hospital documentation as and when requested by the various departments and then submitted to procurement to deliver timeously
- Ensure continuous customer service improvement and the provision of quality service, care and excellence in the admin department
- Ensure processes are in line with the working procedures and policies of Busamed Gateway Private Hospital.
- Statement and Invoice Audit Trail to be printed daily by Bill Auditor and then submitted to archiving clerk daily
- Archiving clerk to fetch files daily from Bill Auditors and Trauma
- Tick of files against bill auditors list both IP and Casualty and sign off the list
- Compare lists from bill auditors and statement invoice trail check for missing files and query it with the bill auditor or Casualty staff
- Remove all staples, paper pins and plastics from the files
- Prepare files for scanning into the server using monthly sequential folders on the computer system provided by the hospital
- Using the list from the bill auditors, batch the files and place them into boxes, thereafter label the boxes and seal
- Using the labels from the box draw up a spreadsheet of all the boxes and number of files before being sent to Metro file
- Update SAP
- Record keeping
- To assist with duties as and when instructed by your line manager thus ensuring you promote a harmonious team effort within the department. Maintain an effective relationship with all internal and external customers
- Assist with providing the patient files when required for hospital audits and Quality reviews pertaining to the departmental needs

SKILLS PROFILE

EDUCATION

- Minimum Grade 12 (Matric)

WORK EXPERIENCE

- At least 2 years work experience in a hospital environment.
- Preference will be given to applicants with SAP experience
- Customer-oriented with exceptional interpersonal skills

KNOWLEDGE

- Computer literate – must be accurate and pay attention to details
- Proactive, organised and able to multitask and work well under pressure
- Participative and able to work as part of the team.
- Professional in appearance
- Flexible.

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.gateway@busamed.co.za

Should you not receive feedback two weeks after the closing date, kindly consider your application unsuccessful.
