

VACANCY – GATEWAY	
Role Title	Ward Administrator
Department	Pharmacy
Reporting Structure	Pharmacy Manager
Closing Date	10 December 2019

ROLE SUMMARY
The incumbent will be responsible for coordination of all secretarial & Billing duties in the ward as well as receiving all new patients, visitors and doctors. This vacancy is for placement early 2020.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- SAP Will be an advantage
- Computer literacy

WORK EXPERIENCE

- Two or more years of experience in a private hospital would be advantageous
- ICU billing and administrative experience would be advantageous
- Experience as an Enrolled nurse in ICU would be advantageous

KNOWLEDGE

- Answering the telephone in a friendly and professional manner.
- Taking messages for staff, patients and doctors.
- Admitting the patient into the ward.
- Ensuring the doctor and the patients' families are informed of any transfers.
- Informing the patients' families of discharges when requested.
- Ensuring that a Customer Satisfaction form is completed by the patient.
- Assisting with staff shift planning in the ward if required.
- Ensuring all billing is up to date on SAP by ensuring accurate data capturing.
- Ensuring correct billing of ICU ventilators and monitors
- Ensuring stock is reconciled on a daily basis.
- Ensuring all reconciled files are brought down to Billings as requested
- Ensuring stock levels are at the required levels (stationery and ward stock).
- Completion of stock cycle counts and variance investigations.
- Completing job cards for maintenance.
- Ensuring that the nurse's station & ward reception area is neat and tidy at all times.
- Ensuring that the patient's records are captured according the standard operation procedure for patient admission in the wards
- Ensuring that the nursing staff are informed of new memorandums distributed by the business.
- Taking minutes of staff meetings.



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