

Admission Clerk – Non Shift (Monday – Friday)

Department	Patient Services
Location	Cintocare, Menlyn Maine, Pretoria
Closing date	20 Aug 2025

JOB DESCRIPTION

The primary responsibility of an admission clerk is to aid patients in completing necessary forms and documents for hospital admission and facilitating their entry into the hospital system for required medical procedures. This role demands professionalism, friendliness, and efficiency, with a sharp focus on meeting the needs of both patients and visitors.

Aside from assisting with admissions, the admission clerk handles various administrative tasks. This includes gathering patient identification documents, explaining hospital policies and visiting hours, generating and affixing stickers, and preparing all relevant paperwork for transfer to the appropriate ward.

Moreover, the admission clerk plays a crucial role in managing the hospital's financial risks. This involves ensuring bed letters are signed, verifying medical aid coverage before admission, and collecting co-payments from patients as necessary.

The ideal candidate for this position should be prepared to work both day and night shifts, as the role requires rotation between these duties.

QUALIFICATION

- Minimum Grade 12

EXPERIENCE / REQUIREMENTS

- Experience in a similar role in a private hospital of at least two years will be advantageous.
- Sound knowledge of medical terms and procedures.
- Clear criminal record.

SKILLS AND ATTRIBUTES

- Good communication skills.
- Good written skills.
- Ability to resolve conflict.
- Professional and high ethical values.
- Sound knowledge of medical aid schemes.



- Computer literacy

Please note that Cintocare is located within a designated smoke-free precinct.

Please send a comprehensive **Curriculum Vitae** and completed **Application Form** to careers@cintocare.com. If you have not heard from the Cintocare Human Resource Department within one month of your application, please accept that your application was unsuccessful. Cintocare will contact short-listed candidates only. Cintocare is an equal opportunity employer. For further information, contact Cintocare at (012) 945-3000.