



Clerk – Patient Services – Casual full time

Location – Sydney Adventist Hospital

A casual clerical role has become available within the Patient Services Accounts team. We are seeking a team player who is willing to work across multiple areas on a casual basis.

This role is required to support a special project currently underway. Responsibilities will include administrative duties associated with:

- Customer Service
- Claim lodgement
- Receipting/Refunds
- Collections
- Theatre Billing
- Patient Admissions

Desirable criteria:

- Experience with Medicare and/or Health Fund billing rules
- Flexible in availability
- Relevant clerical certificate with Microsoft Office skills
- Excellent presentation, communication & interpersonal skills
- Attention to detail

Enquiries and applications to Kay Truman, Patient Accounts Manager on 9487 9109 or email kayev@sah.org.au

Applications close 21 November 2017