



Clerk - Patient Services Accounts – full time or part time positions available

Location: Sydney Adventist Hospital

Clerical roles have become available within the Patient Services billing and customer service teams. We are seeking team players who are willing to work across multiple areas as required.

Responsibilities will include but are not limited to, the following:

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

Essential criteria:

- Flexible in availability
- Excellent presentation, phone manner & inter-personal skills
- Attention to detail
- Microsoft office skills
- Keyboard skills

Desirable criteria:

- Experience with Medicare and/or Health Fund billing rules
- Relevant clerical certificate
- Customer Service background

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

The closing date for applications is Friday 18 August. However, applications will be reviewed and actioned as they are received therefore early applications are favourable.