



Patient Services Accounts Department – Permanent Part Time

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

Desirable criteria:

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

Enquiries and applications to Kay Truman, Patient Accounts Manager on 94879109 or email kayev@sah.org.au

Applications close 17 March 2019