

WHAT YOU WOULD DO

- Arrange the registration, admission, discharge and bed transfer of patients at a hospital.
- Answer telephone calls.
- Book patients into hospitals and for elective surgery.
- Record patients' personal and health details.
- Maintain and check hospital waiting lists.
- Inform patients of their date of admission.
- Give patients information about admission.
- Write letters to patients about appointments and their treatment.
- Answer basic queries that patients have about treatment and care.
- Allocate rooms for patients.
- Organise day and overnight lists of patients.
- Conduct finance checks.

YOU NEED TO BE

- Familiar with the hospital and staff routines.
- Knowledgeable of the medical services provided by the hospital.
- Knowledgeable of booking procedures and timetables.
- Able to understand basic medical terminology and how the words are spelt.
- Good at planning and organising.
- Equipped with good communication and people skills.
- Skilled in clerical work, including telephone and keyboard knowledge.
- Computer literate.
- Calm, friendly and patient in their dealings with patients and their families.
- Empathetic and level headed.
- Able to keep information private.
- Capable of dealing with people from a range of cultures.
- Able to work well independently and under pressure.

YOU WILL REQUIRE

Certificate III in Health Administration.

IMPROVE YOUR CHANCES BY

- Taking subjects such as English, science and health.
- Completing a course such as medical administration or medical terminology.

LONG TERM POSSIBILITIES

- Complaints Clerk.
- Hospital Admission Clerk.

ADMISSIONS CLERK



- Information Desk Clerk.
- Inquiry Officer.
- Allied Health Assistant.
- Health Information Manager.
- Hospital Ward Clerk.
- Medical Records Coder.
- Office Administrator.
- Payroll Clerk.

CONTACT Us: Recruitment Services Unit

NSLHD-Recruitment@health.nsw.gov.au

(02) 9887 5765