

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



## Patient Record Administrator, Clerical Officer Grade III

### Patient Accounts Department

*(Under the Governance of Mercy University Hospital Cork CLG.)*

This role involves working within the patient accounts department to ensure that all consultants have access to medical records as needed to ensure efficient completion of private health insurance claims.

#### **Responsibilities** - *The post holder will be responsible for;*

- Generating weekly lists for consultant outstanding claims for completion.
- Locating charts on system and delivering the charts to the relevant department.
- Prioritising weekly workload to ensure that consultants have a constant supply of charts.
- Dealing directly with third parties to organise the location and delivery of 60 charts for scanning every week.
- Dealing with consultants to ensure everyone has access to charts to complete outstanding claim forms. This can range from 120 – 130 charts every fortnight.
- Dealing with requests for charts from other offsite locations & hospitals.
- Covering the main desk of the cash office to take phone calls and payments from patients as required.
- Carrying out administration duties in the main patient accounts office during busy periods etc as required.

#### **Eligibility Criteria** - *Candidates:*

- Basic knowledge of excel.
- Good communication skills
- Work well with a team and on own
- Able to work well to meet deadlines

**Closing Date for applications: 1pm – Friday 5<sup>th</sup> January 2018**

#### **1. Email**

**recruitment@muh.ie**

#### **2. Post**

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:  
Human Resources, Mercy University Hospital,  
Grenville Place, Cork, Ireland  
**recruitment@muh.ie**

*Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.*