



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position:

**CASHIER (FMG/CS 2)
MAY PEN HOSPITAL**

(Salary range \$1,711,060– \$2,301,186 per annum and any allowance(s) attached to the post.)

Job Summary:

Incumbent is responsible for the collection of fees from patients and for recording cash received on a daily basis

Qualification and Experience

- Four (4) GCE/CXC subjects including Mathematics or Accounts
- or**
- Certificate in Government Accounting (Module 1)
- or**
- Certificate/Diploma in Accounting from a recognized business school

KEY OUTPUTS

- Accurate accountability of monies collected
- Disbursement of receipts
- Daily and weekly summary reports
- Collection of documentation relating to health insurance

Key responsibilities will include:

- Receives relevant documents from medical personnel, and collect the appropriate fees from patients.
- Checks with Medical Records Department to ascertain whether patients have outstanding balances and collect the amount.
- Prepares and issues an official receipt to patients for the exact amount collected.
- Records all exemptions, under programmes such as, Programme for Advancement Through Health (PATH), Jamaica Drug for the Elderly Programme (JADEP), National Health Fund (NHF) and NI Gold, and balance the appropriate books.
- Correctly completes insurance claim forms as requested by patients.
- Prepares itemized bills for patients.
- Balances cash receipts with cash collected and prepare report on a daily basis, by entering the receipt numbers and the amount collected on the appropriate form. Cash collected must be in agreement with the total on the summary report.
- At the end of each shift/day, hands over cash collected and summary report to designated officer and obtain receipt for same.
- Receives and maintains appropriate record of cheques received from Regional/Parish Office, and disbursed to employees/suppliers.
- Ensures that all cash that is not collected by the designated officer, receipt books and cheques are locked away in the vault at the end of each shift/day.
- Reports to the designated officer when the limit as to the amount of cash which you are allowed to have at your location, is reached/exceeded.

- Assists with the preparation of daily/weekly/monthly reports.
- Remains on duty until handing over procedures are completed.
- Works on designated shifts when required.
- Performs any other duties that might be assigned by Supervisor.

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- All fees are collected from patients
- Accurate and timely records are produced to account for funds collected
- Good customer/patient relations procedures are maintained

*Applications along with resume should be sent no later than Friday **May 3, 2024** to:*

The Senior Human Resource Officer
May Pen Hospital
Block E, Old May Pen Hospital Building
1 Muirhead Avenue
Denbigh P.O
Clarendon
Telephone: 986 – 2528
Email : personnelmph@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED