



## KING FAISAL HOSPITAL, RWANDA

**Patient-centered care**

### EXTERNAL ADVERTISEMENT

**King Faisal Hospital, Rwanda,** “A center of excellence in health service provision, clinical education and research”. This is an exciting time for King Faisal Hospital, Rwanda as we embrace a new strategic direction. The hospital has continued to grow due to its positive reputation for authentic compassionate health care and highly skilled medical practitioners, especially in specialized surgical and medical services.

**King Faisal Hospital Kigali is looking for a suitable candidate to fill the position on Fixed term basis.**

<b>POSITION</b>	<b>COMPETENCY REQUIREMENT</b>	<b>KEY RESPONSIBILITIES</b>	<b>N</b>
<b>Admission Officer</b>	<b>EDUCATION AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• A minimum of a diploma in Business Administration Management. Accounting and Finance an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Production of statistics as required to demonstrate increased or decreased admission rates</li> <li>• Updated Policies on the Fees Structure and application of the policies.</li> <li>• Receipt Books locked in Safe</li> <li>• Database maintained of daily balances in line with cash and receipt books</li> <li>• To comply with Updated Policies and Procedures pertaining to Hospital admissions to units/ wards and Out-Patient department</li> <li>• Reduced complaints about personnel attitudes</li> <li>• Database of all patients attending clinics and health promotion events</li> <li>• Able to advise patients on the waiting times if Doctors are held up</li> <li>• Able to change patient's appointment if this is required</li> </ul>	<b>6</b>

	<ul style="list-style-type: none"> <li>• 3-5 years in a healthcare setting</li> </ul> <p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Deep knowledge of work processes and/or procedures including financial administration and computer based management.</li> <li>• Supervision and stress management and basic arithmetic and cash flow management</li> <li>• Job knowledge &amp; Skill, cooperation, communication, clients service focus, and supervision</li> <li>• Gives out information and ideas in a clear and concise manner, including the</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use initiative to get sick patients seen by alternative Doctors</li> <li>• Files ready before the clinics and for onward transmission to the ward/unit</li> <li>• Accurate records of all attendances at OPD and admission to unit /wards</li> <li>• Audits of receipt books and identified deficits</li> <li>• Remedial Action Plans put in place</li> <li>• Audited receipt books for the safekeeping of patients' private property</li> <li>• Documented signed confidentiality clauses</li> <li>• Data backed up to prevent corruption or loss of information</li> <li>• All files and documents kept up to date</li> <li>• Income collected in accordance with the approved Hospital policy.</li> <li>• Relevant clinical based teaching programs are in place and accurate training records are maintained.</li> <li>• Report whenever cash in hand does not balance with receipt book</li> <li>• Safe Guard patient's valuables, by providing receipt to patient and making note in patient's case sheet as per Policy and Procedure</li> <li>• Checking the validate of the Medical cover documentations (Insurance Cards, medical cover letters)</li> </ul>
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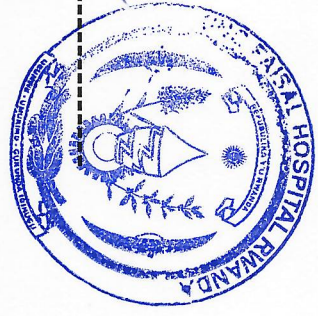
requirement to inform and persuade	
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**Join us and take on the challenge to provide Patient-Centered Care!  
How to Apply? Submit your application through the following link:**

[https://docs.google.com/forms/d/e/1FAIpQLSeZ03BGsqwxDP462jI8jIW08ALX0942\\_P7Sv8jJ7fZKfz-8iA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeZ03BGsqwxDP462jI8jIW08ALX0942_P7Sv8jJ7fZKfz-8iA/viewform?usp=sf_link)

Qualified candidates should send their cover letter, curriculum vitae, academic credentials, National ID, Recommendation letter (s) from previous employer (s) and a criminal record **by December 23<sup>rd</sup>, 2022.**  
KFH,R is proud to be an Equal Opportunity Employer. We offer a competitive Total Rewards Program

*Dr. Zerihun*



**DR. ZERIHUN ABEBE**  
**Chief Executive Officer**