



*We Care Together!*



Sint Maarten Medical Center (SMMC) is an ambitious and growing hospital organization on Sint Maarten, with more than 300 employees, 24 specialists and a capacity of 69 beds. We continuously strive to ensure safe, quality health care. Our primary service area, St. Maarten, Statia and Saba, represents a total population of approximately 60.000 people, constituting a multi-cultural mix with more than 100 different nationalities. In addition we offer health care services to the tourists, which include annually more than 2 million cruise ship tourists.

SMMC is on the verge of realizing a new hospital building, to expand its services in order to accommodate the increased care demand of the people of St. Maarten, its visitors and neighboring islands. The new hospital is planned to be operational in 2022.

# St. Maarten Medical Center

Currently we have a vacancy for:

## ADMISSION CLERK / CASHIER

### What we offer:

We offer you a versatile position with a great deal of responsibility in an open and professional organization. You will work in a pleasant and rewarding atmosphere with opportunities for growth and development.

### Your Profile:

As an Admissions Clerk/Cashier you will be responsible for receiving patients and (pre) admitting them into the system by entering or updating demographic patient information and service codes, performing insurance and identification verification according to guidelines and policies. You will also be responsible for discharging patients in the Hospital Information System, collecting payments, verifying amounts and entering payments into the system.

### Additional requirements:

- ◆ High school diplomas or equivalent;
- ◆ Knowledge of Microsoft Office;
- ◆ Experience in a similar position;
- ◆ Detailed and accurate.

### Interested?

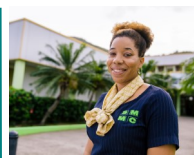
For more information contact our HR Supervisor, Harlec Doran via tel. +1 721 54 31111 ext. 2584.

Your motivation letter and resume can be submitted to the HR Department via: [hr@smmc.sx](mailto:hr@smmc.sx). A copy of both should be submitted to the Labor and Social Affairs Dept. located on Soualiga Road #1, Philipsburg, Sint Maarten.

**Deadline to apply is:**

**May 31st, 2019**

Visit [www.smmc.sx](http://www.smmc.sx) for a full listing of our vacancies.



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