



JOB VACANCY

Mater Misericordiae Hospital, a leading health care provider in East and Central Africa has excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate and christ-centred health care services to our clients through an innovative, engaged and competent workforce. The successful candidate will fill in the below position: -

REGISTRATION & ADMISSION OFFICER

Main Duties:

- Proper vetting of a patient/next of kin as per registration and admissions procedures and admission process.
- Retrieving and updating through the HMIS patient's file and registering/admitting the patient within the set service and transaction time limit.
- Admitting corporate patients as per respective company guidelines, and liaise with necessary departments to ensure proper admission documentations are filled and communication with respective insurance or company is done within set time limits.
- Retrieving, posting charges from other departments and confirming payments received are receipted against the respective services charged.
- Booking patients to respective consultant clinics correctly and ensuring that set limits and cancellations are communicated properly.
- Notifying NHIF on admissions as per requirements.
- Undertaking cashiering functions at various service points as allocated from time to time and ensuring proper shift reconciliations done.
- Ensuring all necessary registers are updated for ease of reference and clear handovers undertaken to ensure continuous process flow.
- Responding to queries/concerns and offering adequate clarifications to clients.
- Receiving, Interviewing and properly guiding the patient/next of kin on the hospital requirements, charges and deposits

Required Qualifications for the Position

- Degree in Business-Related Field.
- Minimum of CPA Level 2 Qualifications.
- Diploma in Health Records or Public Relations is added advantage
- 1 Year in Front Office management.
- Experience in a similar position or equivalent.

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, three [3] referees and include their telephone contacts and email address to hrrecruit@materkenya.com so as to reach us not later than 28th September 2026. Only shortlisted candidates will be contacted.

Please note Mater Misericordiae Hospital does not charge any fee at any stage of our recruitment process.