

# Position Description



## 1. General Information

<b>Position Title:</b>	Business Officer
<b>Division/Department:</b>	Patient Services Centre
<b>Position Reports to:</b>	Patient Services Centre Manager
<b>Enterprise/Individual Agreement:</b>	Epworth Healthcare Health and Allied Services Enterprise Agreement 2022
<b>Classification/Grade:</b>	
<b>Location:</b>	Epworth Eastern
<b>Employment Status:</b>	Permanent Part-time
<b>Resource Management</b> (for Management positions only) <b>Number of Direct Reports:</b> <b>Budget under management:</b>	NA
<b>Key Relationships - internal and external</b>	<ul style="list-style-type: none"><li>• Patients, inclusive of family member(s), carers &amp; visitors</li><li>• Practice Managers &amp; VMO rooms</li><li>• Health funds and Medicare</li><li>• Epworth HealthCare staff and members of the public</li></ul>

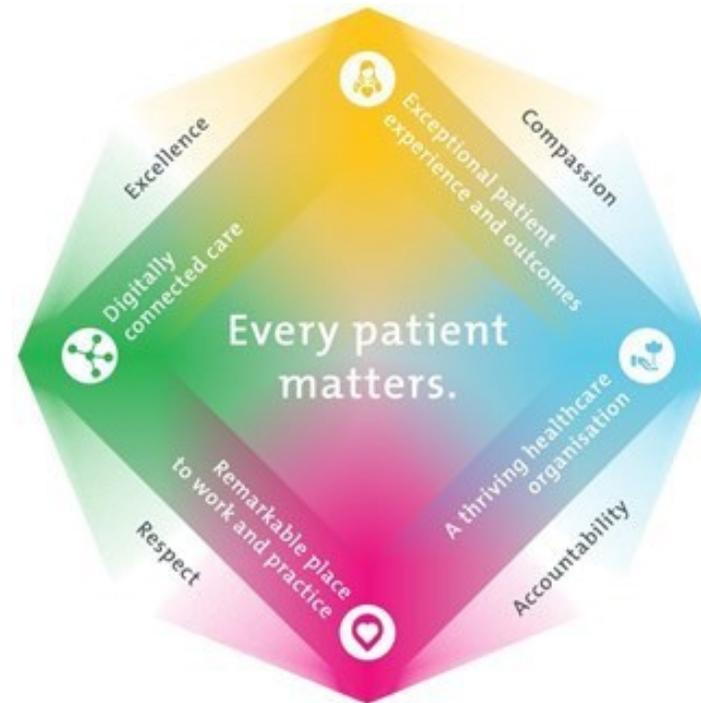
## 2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Compassion and Accountability*. More information can be found on the [Epworth website](#)

Epworth's purpose is *Every Patient Matters*. Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

### 3. Epworth HealthCare Strategy



<b>All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.</b>
<b>Exceptional patient experience and outcomes</b> - To empower our patients and deliver compassionate, expert and coordinated care.
<b>A thriving healthcare organisation</b> - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
<b>Remarkable place to work and practice</b> - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
<b>Digitally connected care</b> - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The primary responsibility of Business Officers is to provide exceptional customer service to Epworth’s patients, visitors, doctors and staff. The Business Officer performs a variety of functions under the Patient Service Centre umbrella including: reception, administration, data entry, patient pre-admissions, admissions and discharge; Billing: Health Fund processing; patient scheduling; receiving and processing of maternity, theatre and bed bookings and liaising with medical specialists, practice managers, theatre staff and other stakeholders to ensure efficient and effective use of operating time in producing a comprehensive theatre schedule that best utilises hospital resources.

## 5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p><b>Operational Requirements</b></p> <ul style="list-style-type: none"> <li>• Demonstrates behaviours in accordance with legislative and common law requirements</li> <li>• Demonstrate empathy and compassion to patients and their family, colleagues and VMOs. Respect and uphold the dignity and rights of consumers, relatives, carers, colleagues and members of the community</li> <li>• Input all data related to upcoming theatre bookings and admissions in patient management systems</li> <li>• Review health fund eligibility and/or patient funding prior to admission and ensure compliance to the Informed Financial Consent process</li> <li>• Maintain accurate Health Fund Checks</li> <li>• Provide accurate cost estimates to patients</li> <li>• Receive and receipt patient payment</li> <li>• Preparation of patient histories</li> <li>• Patient admission and transfers are scheduled to deliver best practice in resource utilisation and patient flow</li> <li>• Provide accurate information to patients, practice managers and medical specialists in relation to hospital related charges and general information within the framework of privacy legislation requirements</li> <li>• Patient admissions and discharge processes are managed within a high degree of accuracy and efficiency</li> <li>• Effectively manage telephone charging and associated record management</li> <li>• Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols</li> <li>• Answer external &amp; internal telephone calls effectively within 3 rings</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with mandatory and department specific competencies every 12 months or as prescribed</li> <li>• Compliance with legislative and common law requirements</li> <li>• Patient and customer service satisfaction surveys to be within organisational targets</li> <li>• Informed Financial Consent process to be achieved for every patient, prior to admission</li> <li>• Patient payments collected &amp; accurately receipted</li> <li>• Patient flow and journey has minimal disruption</li> <li>• Health Fund Checks to be completed within organisational KPIs</li> <li>• Documentation is accurate and timely within organisational KPIs</li> <li>• Accurate data entry and flawless admissions and discharge information</li> <li>• Sound relationships developed and maintained with customers</li> <li>• Compliance with Information Privacy Act (2000) and the Health Records Act (2000)</li> <li>• Compliance with EEO &amp; Social Media Policies and Protocols of Epworth HealthCare</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain accurate patient telephone call charge records</li> <li>• Answer patient, visitors &amp; staff enquiries</li> <li>• Maintain neat and professional Patient Services areas at all times</li> <li>• Ensures use of Epworth HealthCare Standard Greeting when answering all external calls</li> <li>• Consistently facilitates the delivery of quality care and service.</li> <li>• Development of working relationships with other hospital departments</li> <li>• Ensure that Theatre Surgical Bookings are added onto allocated Patient Management Software in line with assigned KPIs</li> <li>• Ability to work across a 7-day rotating roster from Monday to Sunday to support the hospital's operational needs</li> </ul>	
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers</li> <li>• Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees</li> <li>• Assisting with consulting suites and providing support to VMOs in sessional suites at Box Hill and Lilydale</li> </ul>	<ul style="list-style-type: none"> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand patients' and their family's expectations</li> <li>• Proactively escalates concerns when necessary to ensure resolution of any current or potential breakdown in processes and systems that impact patient care and customer service</li> <li>• Consistently meet or exceed the expectations of our patients and customers at all times</li> </ul>
<p><b>Team Work</b></p> <ul style="list-style-type: none"> <li>• Provides positive and constructive feedback to others team members</li> <li>• Actively participates as a member of the team</li> <li>• Identify and Assist and support team members as</li> </ul>	<ul style="list-style-type: none"> <li>• Attends and actively participates in department and team meetings</li> <li>• Feedback from team members</li> </ul>
<p><b>Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Strives to consistently improve service delivery</li> <li>• Provides suggestions, and feedback on quality activities</li> <li>• Actively participates in quality improvement activities within the department</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in quality activities</li> <li>• Improved customer service</li> <li>• Improvement in performance of unit and Epworth healthcare site</li> <li>• Show a proactive attitude in reviewing, supporting and implementing customer-focused initiatives</li> </ul>

<p><b>Personal and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Participates in prescribed performance development system annually</li> <li>• Evaluates personal performance and plans self-development</li> <li>• Participates in the orientation of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of annual performance appraisal</li> <li>• Participation in in-services, ward education, ward meetings</li> <li>• Completion of objectives outlined in self-development plan (provide evidence of)</li> <li>• Training of staff in department specific activities (when requested by PSCM)</li> </ul>
<p><b>Safety and wellbeing</b></p> <p>Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace</p>	<ul style="list-style-type: none"> <li>• Ensure your actions do not put yourself or others at risk (as per Sections 21 &amp; 22 under the OHS Act 2004)</li> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> <li>• Participate in and complete mandatory safety training on an annual basis and as required</li> </ul> <p>Actively participate and contribute to the OHS consultation processes</p>

## 6. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Qualification in Customer Service</li> <li>• Medical Terminology qualification</li> </ul>
Previous Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in a similar role</li> <li>• Strong customer focus</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Relatable experience in private healthcare</li> </ul>
Required Knowledge & Skills	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent computer skills including all MS Office products</li> <li>• Relationship building skills</li> <li>• Highly developed written and verbal communication skills</li> <li>• Excellent time management, interpersonal and organizational skills</li> <li>• Lateral thinking, problem solving &amp; decision-making skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Sound understanding of iPM, Genie and Aria</li> </ul>
<p>Personal Attributes &amp; Behaviours</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrates responsibility for own professional development</li> <li>• Ability to work on a rotating roster from Monday to Sunday according to operational requirements</li> <li>• Committed to providing a safe environment for patients &amp; staff</li> <li>• Professional work ethic and presentation</li> <li>• Practices within the ethos of the Epworth HealthCare Values &amp; Behaviours</li> <li>• Self-motivated and self-directed</li> <li>• A team player</li> </ul>

**Document Control**

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
March 2016	February 2026	Patient Services Centre Manager

**Employee Position Declaration**

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_