



INSTITUT JANTUNG NEGARA  
National Heart Institute

**We are looking for suitable and qualified candidate for the following position:**

## **CLERK LABORATORY & BLOOD SERVICES DEPARTMENT**

### **Responsibilities**

- To handle outpatient registration for lab test and answer enquiries from patients and internal customers.
- To handle Drive Thru Blood Test patient recruitment and enquiries from patients.
- To provide information to internal customer on lab test entry, especially for referral tests and cost charges.
- To prepare billing charge sheets for lab test and receive payments from outpatients and related customers.
- To assist in lab document filing, organizing and archiving for referral and others lab document
- To provide clerical support and administrative services of assigned lab section of including collecting and documenting data on Key Performance Indicator.
- To assist in documentation of lab department monthly statistics for MS ISO15189, JCI and MSQH accreditation requirements.
- To participate in departmental and organization-wide quality assurance activities.
- To participate in lab inventory control and monitoring activities.
- To participate in training and educational activities

### **Requirements**

- Relevant qualifications with minimum of at least Sijil Pelajaran Malaysia (SPM)
- Able to communicate in English and Bahasa Malaysia.
- Good knowledge on IT related are and Microsoft Office.
- Team player with good interpersonal skill.

### **Closing Date**

30<sup>th</sup> June 2022

**Talent Acquisition Unit  
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**