

Position Title: **AUDIT OFFICER**

Employment Status: **Probationary**

Qualifications:

- Certified Public Accountant
- At least 2 years of audit work experience
- Preferable with at least 1 year supervisory experience

Job Summary:

- Assist the Manager – Internal Audit in the overall financial and operations audit procedures of the hospital

SALARY: Will be discussed during interview.

No. of Vacancy: 1

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Position Title: **STAFF NURSE**

Employment Status: **Probationary / Casual**

Qualifications:

- Registered Nurse
- No hospital or clinic experience required
- Must be willing to be assigned to any areas in the hospital
- Must be willing to serve a minimum of 2-years of service in the hospital

Job Summary:

- Responsible in rendering quality nursing care to patients that is in line with TMC's core values and JCI standards.

SALARY: PHP 16,500 – PHP 18,000/MONTH

No. of Vacancy: WE HAVE AN CONTINUOUS NEED FOR THIS POSITION

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Position Title: **AUDIOLOGIST**

Employment Status: **PROBATIONARY**

Qualifications:

- Master's Degree in Clinical Audiology
- Knowledge in Audiological and Vestibular Machines

Job Summary:

- Performs all audiologic and vestibular diagnostic procedures and supervises difficult-to-test patients. Serves as Case Manager and Mapper for the Cochlear Implant Program.

SALARY: Will be discussed during interview.

No. of Vacancy: 1

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Position Title: **Nursing Attendant**

Employment Status: **Probationary / Casual**

Qualifications:

- Graduate of BS Nursing
- Can provide extensive assistance to patients.

Job Summary:

- Assist staff nurses in providing care to the patients
- Assist patients in their appointment to different diagnostics and doctors
- Monitor status of supplies and equipment
- Other functions as duly assigned by immediate superior.

SALARY: PHP 16,500 – PHP 18,000/MONTH

No. of Vacancy: WE HAVE AN CONTINUOUS NEED FOR THIS POSITION

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Position Title: **IPS SPECIALIST**

Employment Status: **Probationary**

Qualifications:

- Has a Bachelor's Degree in any courses
- Has one year working experience in the service industry

Job Summary:

- Responsible for attending to in-depth telephone and walk-in/personal queries regarding hospital products and services; doctors' clinic schedule; hospital events and activities; and

patient loyalty programs. Handles and assists requirements of the institution's domestic patients.

- Responsible for all healthcare and service arrangements for International and VIP patients; such as admission, monitoring and care during confinement, discharge and after admission care.
- Manages the Presidential Floor Business Center on the 15th floor. Other functions as duly assigned by immediate superior.

SALARY: PHP 16,500 – PHP 18,000/MONTH

No. of Vacancy: 1

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Position Title: **NURSE AUDITOR**

Employment Status: **Probationary**

Qualifications:

- Registered Nurse
- Has 1 year working experience in the Healthcare industry is an advantage

Job Summary:

- Responsible for monitoring identified int'l. accounts patients' admission and auditing of patient's charts under international corporate accounts, ensuring that all test/procedures and medications prescribed are appropriate to the management of patient's case.
- Conducts coding of diagnosis as specified by the international corporate account in collaboration with several health care professionals.
- Reviews medical records to assure all charges are supported by clinical documentation.
- Identifies and analyzes error/s in the preparation and documentation of case reports.
- Reviews denied charges and works on its resolution.

SALARY: PHP 16,500 – PHP 18,000/MONTH

No. of Vacancy: 2

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Position Title: **SLEEP TECHNICIAN**

Employment Status: **Casual**

Qualifications:

- Graduate of any Allied Health course
- Has the ability to perform extensive assistance to patients
- Has good communications skills

Job Summary:

- Responsible for carrying out procedures both diagnostic and therapeutic, polysomography and renders the appropriate care and management of patients with snoring and sleep disorders.

SALARY: PHP 12,000 - PHP 14,000

No. of Vacancy: 1