



Established in 1937 and located at Bomet County, Tenwek Hospital is a Ministry of the Africa Gospel Church Kenya. It's a 419 Bed Capacity Teaching and Referral Hospital serving the vast South-West Region of Kenya including but not limited to Bomet, Narok, Kisii, Kericho and Kisumu Counties. Over the years, the Hospital has grown to become one of the top healthcare institutions in the Country offering a wide variety of healthcare services.

Tenwek Hospital is a Christian Community committed to excellence in provision of Compassionate Healthcare, Spiritual Ministry and Training for Service to the Glory of God. To ensure efficiency and effectiveness in service delivery, the Hospital is seeking to recruit highly motivated, ministry minded, born again Christians with good standing, demonstrating spiritual maturity, integrity and a calling to serve to fill the following position:

1. Registration & Billing Clerk

Job Purpose
The role-holder is responsible for accurately registering and generating billing statements for clients while upholding professional standards and office etiquette in line with hospital policies and prevailing regulations.
Key Responsibilities/ Duties / Tasks
Job Dimensions:
<i>Role makes:</i> - Analytical decisions - reviewing and interpreting data and information and options to inform decision-making and the execution of responsibilities - Operational decisions – for day-to-day work tasks
Job Competencies (Skills Job Knowledge, Experience and Attributes).
Academic qualifications
<i>Diploma in Accounting, Finance, Business Administration or related field from a recognized institution.</i>
Professional Qualifications (Special training or Professional certification).
<i>Certified Public Accountant (CPA) – Part 2/Intermediate Level</i> <i>Certified Health Information Management Systems (CHIMS)</i>
Professional Membership/Licensing requirements
<i>Institute of Certified Public Accountants of Kenya (ICPAK)</i>
Previous relevant work experience required (including a specific length or type of experience in a certain job or level.)
Have a minimum of 1-2 years of clerical or accounting experience or similar position in the health sector.

Functional Skills, Behavioural Competencies/Attributes:

- Demonstrable knowledge of medical billing software and medical documentation evaluation.
- Multi-tasking and time-management skills in a fast-paced environment
- Ability to learn and implement new operating procedures, understanding abstract ideas, problem-solving and improvising applicable solutions.
- Good understanding of escalation triggers at the work situations
- Ability to work under minimal supervision, be self-driven
- Have a track record of integrity and meeting ambitious targets.
- Intermediate proficiency in MS Office tools i.e., Excel, Word, PowerPoint

- a) Accurately capture prerequisite demographic information into the HMIS for all patients coming for treatment.
- b) Properly process and progress preauthorization's for medical bills for clients with insurance covers.
- c) Perform clerical duties related to registration and billing according to standing orders.
- d) Review discharged patients' cost sheets for accuracy and completion to prepare billing statements.
- e) Prepare billing statements for insurance companies, patients, and other third parties.
- f) Process refunds for overpaid accounts.
- g) Prepare reports and respond to inquiries concerning billing activities.
- h) Analyse invoices and data for accuracy and completeness.
- i) Serve and protect the hospital's image by adhering to professional standards, hospital policies, and procedures.
- j) Verify that the disease code in the discharge summary matches the treatment provided before invoicing.
- k) Complete daily admission and claim forms and attach the correct requirements during discharge.
- l) Communicate appropriately and provide information to patients regarding hospital processes.
- m) Maintain proper handling procedures for claim documents.

Perform any other duties as assigned by the head of department or management.

- o) Uphold office etiquette.
- p) Ensure that patient cards are fully paid and that premiums exceed at least three months from discharge to avoid rejected claims.
- q) Batch claims according to the medication accorded.
- r) Submit all batched claims to the NHIF branch for processing and payment.

Perform any other duty that may be assigned from time to time.



- Excellent communication and interpersonal skills, with the ability to build relationships and influence others, and to be a joy to work with
- Self-motivated, having a strong work ethic and able to work under minimal supervision.
- Passion for God and for the wellbeing of mankind while driving positive social impact and transformational change in the community.
- An individual who exemplifies integrity and honesty

How to Apply:

Interested candidates who meet the above criteria should send their applications to ctc.recruit@tenwekhosp.org on or before 5th December, 2025, enclosing:

- Resume
- Cover Letter
- Statement of Faith

What is a Statement of Faith?

A Statement of Faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.