

Associate.Customer Care.Union Medical Centre Jobs In Dubai United Arab Emirate 2023 | Aster DM [...]

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Company: Aster DM Healthcare

Location: dubai

Category: other-general

Associate.Customer Care.Union Medical Centre Jobs In Dubai United Arab Emirate 2023 | Aster DM Healthcare

Description:

Customer Service

Help in Registration form and Insurance form completion process

Assist patients to complete all necessary forms and documentation including medical insurance

Ask about problem of the patient and refer to the concerned Clinician (in consultation with the Nurses if required)

Send patient to concerned counter. Assist patient if required in reaching to the counter

Organizing and maintaining patient records, consent forms, payment forms, etc.

Ensure patients are informed if a clinician is running late or called out

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