

## clinic supervisor

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Company: MEONE MEDICAL CENTER

Location: abu dhabi

Category: other-general

Supervise clinic staff, including medical assistants, receptionists, and other support staff, to ensure smooth operation of the clinic. Schedule and assign duties to clinic staff, ensuring adequate coverage and efficient workflow. Monitor and evaluate staff performance, providing feedback, coaching, and training as needed. Coordinate patient appointments, including scheduling, registration, and follow-up care. Oversee the management of patient records, ensuring accuracy, confidentiality, and compliance with regulatory requirements. Manage inventory and supplies for the clinic, ordering supplies as needed and maintaining appropriate levels. Ensure compliance with clinic policies and procedures, as well as regulatory requirements related to healthcare delivery. Collaborate with other healthcare professionals, including physicians, nurses, and administrative staff, to coordinate patient care and services. Participate in quality improvement initiatives to enhance patient care and operational efficiency. Handle patient inquiries, complaints, and concerns in a timely and professional manner, resolving issues as needed. Job Type: Full-time

#J-18808-Ljbffr

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