

United Arab Emirates Jobs Expertini®

Front Office Executive - UAEN

[Apply Now](#)

Company: NMC Healthcare Ltd

Location: sharjah

Category: other-general

Whenever a patient or visitor enters the clinic, greet and welcome them. Register patients in accordance with the clinic's rules and procedures. Control both incoming and outgoing calls and help clients by transferring calls, responding to inquiries, and giving information. Ensure reception area is tidy and presentable with all necessary materials (e.g.: pens, forms, and brochures) To ensure the highest performance from all front office workers, coach, mentor, and train them. Responds to patients' needs and assists them in completing their transactions at the different departments. Listen to compliments and criticisms from patients about the clinic's services and address them. Provide patients with information, assist in resolving issues and concerns, and offer suggestions regarding the services. Pay attention to and respond to patients' questions concerning hospital rules, practices, and patients' rights and obligations. Conducts patient satisfaction surveys. Monitor patients and visitors and ensure their satisfaction. Assist patients in filling out any required paperwork, including insurance documents. Contact potential, existing or new Emirati customers through phone to inform about the product, service, Offer etc. available at the clinic. Monitor the activities leading up to, during, and following a camp. Work with the center manager to identify possible communities, organizations, and other venues for the development of business. Arrange a medical camp in conjunction with a municipal authority, the government, communities, organizations etc. Create and implement a variety of marketing plans for our business to help us draw in new customers and the existing. Work with the marketing team to advertise the facilities and services offered by our clinic through various marketing platforms. Responsible for translating communication between patients/ visitors and staff for easy

comprehension. Read and comprehend Arabic materials, and when necessary, translate. Ensure liaison with local and federal authorities to ensure the support when administration team is needed. Ensure excellent patient care and assistance to satisfy patients. Assure that patient consultation waiting periods are kept to a minimal. Ensure that records and papers are appropriately stored and maintained. Verify the insurance claim form. (Make the claims ready before sending to scanning department for submission) Obtain & review patient feedback. Safeguard patient privacy and confidentiality. Professionalism & Teamwork.
#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. [Front Office Executive - UAENTokyojobsJobs sharjahTokyojobs](#)
2. [Front Office Executive - UAENSearchcanadajobs Jobs sharjahSearchcanadajobs](#)
3. [Front Office Executive - UAENEnforcementjobsJobs sharjahEnforcementjobs](#)
4. [Front Office Executive - UAENMontrealjobsJobs sharjahMontrealjobs](#)
5. [Front Office Executive - UAENSchoolcounselorjobsJobs sharjah Schoolcounselorjobs](#)
6. [Front Office Executive - UAENVeteranjobs Jobs sharjahVeteranjobs](#)
7. [Front Office Executive - UAENJakartajobs Jobs sharjahJakartajobs](#)
8. [Front Office Executive - UAENAustraliajobscareerJobs sharjahAustraliajobscareer](#)
9. [Front Office Executive - UAENMadinahjobsJobs sharjahMadinahjobs](#)
10. [Front Office Executive - UAEN UnitedstatesjobsJobs sharjahUnitedstatesjobs](#)
11. [Front Office Executive - UAEN JavajobsJobs sharjahJavajobs](#)
12. [Front Office Executive - UAEN SearchaustralianjobsJobs sharjah Searchaustralianjobs](#)
13. [Front Office Executive - UAEN Tutorjobs Jobs sharjahTutorjobs](#)
14. [Front Office Executive - UAEN Londoncareerhub Jobs sharjahLondoncareerhub](#)

15. Front Office Executive - UAEN Norwayjobs Jobs sharjahNorwayjobs ↗
16. Front Office Executive - UAEN ConsultantjobsJobs sharjahConsultantjobs↗
17. Front Office Executive - UAEN Latinamericajobscentral Jobs sharjah Latinamericajobscentral ↗
18. Front Office Executive - UAEN Newsjobs Jobs sharjahNewsjobs ↗
19. Front office executive - uaen Jobs Sharjah ↗
20. AMP Version of Front office executive - uaen ↗
21. Front office executive - uaen Sharjah Jobs ↗
22. Front office executive - uaen JobsSharjah ↗
23. Front office executive - uaen Job Search ↗
24. Front office executive - uaen Search ↗
25. Front office executive - uaen Find Jobs ↗

Source<https://ae.expertini.com/jobs/job/front-office-executive-uaen-sharjah-nmc-healthcare-ltd-1968-27197/>

Generated on: 2024-05-03 by Expertini.Com