

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 - UAENAlgeriajobs Jobs sharjahAlgeriajobs ↗](#)
2. [Front Office Executive - UAENUsajobscentralJobs sharjahUsajobscentral↗](#)
3. [Front Office Executive - UAENColombiajobs Jobs sharjahColombiajobs ↗](#)
4. [Front Office Executive - UAENElectronicsjobs Jobs sharjahElectronicsjobs ↗](#)
5. [Front Office Executive - UAENNyjobscareer Jobs sharjahNyjobscareer ↗](#)
6. [Front Office Executive - UAENAustraliajobscareerJobs sharjahAustraliajobscareer ↗](#)
7. [Front Office Executive - UAENFindurgentjobsJobs sharjahFindurgentjobs↗](#)
8. [Front Office Executive - UAENHollywoodjobsJobs sharjahHollywoodjobs↗](#)
9. [Front Office Executive - UAENAdminjobsJobs sharjahAdminjobs↗](#)
10. [Front Office Executive - UAEN Weldingjobs Jobs sharjahWeldingjobs ↗](#)
11. [Front Office Executive - UAEN Abudhabijobsearch Jobs sharjahAbudhabijobsearch ↗](#)
12. [Front Office Executive - UAEN Internjobs Jobs sharjahInternjobs ↗](#)
13. [Front Office Executive - UAEN Londonjobs Jobs sharjahLondonjobs ↗](#)
14. [Front Office Executive - UAEN AgilejobsnearmeJobs sharjahAgilejobsnearme↗](#)
15. [Front Office Executive - UAEN Panamajobs Jobs sharjahPanamajobs ↗](#)
16. [Front Office Executive - UAEN Searcheruropeanjobs Jobs sharjah](#)

Search[europeanjobs](#) ↗

17. Front Office Executive - UAEN Ecuador[jobs](#)[Jobs sharjah](#)[Ecuadorjobs](#) ↗

18. Front Office Executive - UAEN Search[chukjobs](#) [Jobs sharjah](#)[Searchchukjobs](#) ↗

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-1968-29442/>

Generated on: 2024-05-03 by [Expertini.Com](#)