

Medical Record Retrieval Support Specialist (Bilingual Arabic & English) | Virtual Staffing[...]

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Company: Virtual Staffing Careers

Location: dubai

Category: other-general

Medical Record Retrieval Support Specialist (Bilingual Arabic & English) | Virtual Staffing Careers Dubai

Our Mission is to build trust and teamwork to efficiently initiate backward-compatible synergy to provide the highest quality virtual staff and opportunities without compromise through P.E.O.P.L.E which stands for:

P-illar for innovation

E-xceeding Expectations

O-utstanding Career Opportunities

P-erform with Integrity

L-ead with Passion

E-xcel and Succeed Together

Do you have experience in Medical or Legal Record Retrieval from different sources and want the freedom and flexibility to work from anywhere? Join our team today!

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Duties and responsibilities:

Gather medical documents via phone calls or emails

Collecting documents from clients like (police reports, hospital bills, etc.)

Sorting client document folders

Writing demand letters

Manage entries in CRM Software

Send documents to insurance companies and health providers

File liens

Get the client into treatment based on their reported injuries

Get client schedule for any new procedure or treatment based on the def coverage

Follow up with clients and attorneys for written statements when required by the insurance company

Submit demands

Draft Legal documents for Paralegals

Notify attorneys of the timeframe and deadlines for case preparation

Prepare case summaries and other documents which support a case preparation

Requirements

Excellent English and Arabic communication skills (oral and written) are required

Experience reading and understanding legal reports and records

Bachelor's Degree in any related field

Proficient with Microsoft Office applications, including Word, Excel, PowerPoint, and

Outlook

Ability to work and maintain patience with diversified individuals of various backgrounds and professional competencies

Committed to maintaining integrity and confidentiality on behalf of clients and the Firm

Own Laptop or Desktop (8GB RAM, Core i5 or above & Microsoft Office) and internet connection of at least 10 Mbps

Willing to work on Pacific Standard Time (PST) schedule. California time in the United States

Don't miss out on this exciting opportunity – apply now at dubaiofferz.com/#J-18808-Ljbffr

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