

## Medical Secretary

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Company: Dynasty Clinic

Location: Dubai

Category: healthcare-practitioners-and-technical

### Company Description

We suggest you enter details here.

### Role Description

This is a full-time on-site role for a Medical Secretary at Dynasty Clinic. The Medical Secretary will be responsible for appointment scheduling, clerical tasks such as managing patient files and medical records, and utilizing knowledge of medical terminology to effectively communicate with healthcare professionals. Additionally, the Medical Secretary will be responsible for typing correspondence, reports, and other documents.

### Qualifications

Appointment Scheduling and Clerical Skills

Medical Terminology and Medical Office Experience

Typing Skills

Excellent communication and interpersonal skills

Attention to detail and ability to multitask

Experience working in a healthcare setting

Associate's degree in Medical Assisting or related field preferred

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