

Patient Admin Coordinator Jobs in Dubai UAE | Mediclinic

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1- Patient Admin Coordinator (ME196)

Job: Full Time

Location: Al Ain, UAE

Description:

Monitor and manage the delivery of patient administration services, including the supervision of a team of patient administrators

Job Responsibilities:

Coordinate and supervise all processes related to patient administration, medical insurance, billing and cash up at the clinic

Lead and manage a team of Patient Administrators

Support the department or business unit manager with general operational management

To consistently meet customer service expectations by improving the quality of patient service

Job Requirements:

A relevant Bachelor's Degree or Diploma in a related field from an accredited institution

At least 2-3 years' experience in a supervisory customer service positions, preferably in healthcare

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