

## Patient Admin Jobs In Dubai UAE 2023 | Pandora

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Company: Pandora

Location: dubai

Category: other-general

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Description: We are looking for a responsible Patient Admin to coordinate our medical services:/

Responsibilities: Monitor budgets and prepare reports

Maintain medical and staff records

Track medical and office supplies stock

Update patient health records, including admissions and insurance

data Requirements: Understanding of medical terminology

Experience with administrative and accounting procedures

Familiarity with databases and spreadsheets (especially MS Excel)

Strong organizational and time-management skills

Communication skills with a problem-solving attitude #J-18808-Ljbffr

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