

Patient Affairs Specialist Jobs In Dubai | GluCare Health

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Responsibilities

Experience: Previous clinic or hospital reception and leadership experience. Skills: Highly organized, capable of multitasking and shows attention to details. Supervisory skills in scheduling, training, and leading a team. Data analysis and strategic thinking. Telephone etiquette, customer service, basic word, and excel programs, time management, multi-tasking, organization, scheduling. The most critical skills include teaching the following:

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Requirement

establishing their positive experience with the facility. The receptionist should give the patients a warm welcome when they enter the office. Even if you can't verbally greet the patient, getting eye contact with them lets them know you are aware of their presence and will get to them as soon as possible. If the patient brings a problem to the receptionist, it should be addressed by immediately bringing it to the attention of the nurse, clinician, or administrator as appropriate.

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