

Patient Coordinator – Internal Medicine Clinic Jobs in Dubai

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Company: American Hospital Dubai

Location: Dubai

Category: other-general

Patient Coordinator – Internal Medicine Clinic Jobs in Dubai

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Description:

We are looking for an experienced Patient Coordinator to take overall responsibility for film and television show production: /

Job Responsibilities:

Coordinate appointment bookings of Endoscopy Procedures to the GI Physicians.

Take accurate messages and ensures that the messages are all auctioned by the end of the business day by the respective physician/specialist or self (seeking positive outcome.

Answers telephone, takes messages and answers inquiries within assigned scope of responsibility.

Handles telephone inquiries from patients/other members of the public etc., ascertaining urgency, contacting the correct person where necessary for appropriate follow up and action.

Provides educational material to patients about the GI procedures (EGD, Colonoscopy, Sigmoidoscopy, Capsule endoscopy, ERCP, etc) and pre-procedure preparations including specific diet to follow, fasting hours and medications to be taken.

Job Requirements:

High School Diploma.

Two (2) years of previous administrative experience for which at least one (1) related to health care or quality.

Advanced Computer Skills in Windows, MS Office, Excel, Power Point, Internet and Email.

Experience in safe handling of administrative equipment.

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