

Patient Coordinator Medicine Clinic Jobs in Dubai UAE 2023 | NMC Healthcare

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We are looking for an experienced Head of Department 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.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document also highlights the need for regular reconciliation to identify any discrepancies early on and prevent them from escalating into larger issues.

Next, the document covers the various methods used for recording transactions. It details the double-entry system, which is the foundation of modern accounting. This system ensures that every transaction is recorded in two accounts, one as a debit and one as a credit, maintaining the balance of the accounting equation. The document also discusses the use of journals and ledgers to organize and summarize the data.

The third section focuses on the classification of transactions. It explains how different types of transactions are categorized into assets, liabilities, and equity. This classification is crucial for understanding the financial position of the business and for preparing financial statements. The document provides examples of how various transactions would be recorded and classified.

Finally, the document discusses the importance of internal controls. It outlines several key principles, such as segregation of duties, authorization, and documentation. These controls are essential for preventing fraud and ensuring the accuracy of the financial records. The document also provides practical advice on how to implement these controls effectively in a business setting.

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