

## Patient/Treatment Coordinator Jobs In Dubai 2022 | Cassia

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Company: Cassia

Location: , Dubai, United Arab Emirates

Category: other-general

### Patient/Treatment Coordinator Jobs In Dubai 2022 | Cassia

#### Job Responsibilities:

Welcomes and greets all patients and visitors, in person or over the phone

Answers the phone while maintaining a polite, consistent phone manner using proper telephone etiquette

Responsible for keeping the reception area clean and organized

Registers new patients and updates existing patient demographics by collecting detailed patient information including personal and financial information

Facilitates patient flow by notifying the provider of patients arrival, being aware of delays, and communicating with patients and clinical staff

Responds to inquiries by patients, prospective patients, and visitors in a courteous manner

Protects patient confidentiality, making sure protected health information is secured by not leaving PHI in plain sight and logging off the computer before leaving it unattended.

Job Requirements:

Arabic speaker highly desirable

Must have Patient Coordinator experience

Has at least 1 year working as a Receptionist in a healthcare facility

Possess excellent Customer Service Skills

Has a great personality – warm, friendly, and outgoing

Speaks fluent English

Must be residing in UAE already

Must have experience with insurance and claims management

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