

Treatment Coordinator Jobs | American Hospital Dubai Careers

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Description:

Assists patients in reaching their dental goals by smoothly moving them through case acceptance and treatment processes for the dental services that they need.

Job Responsibilities: Works with office administration by scheduling and confirming appointments for patient consultations.

Ensures that new patients have received new patient information and health history forms in advance of initial visit.

Pre-qualifying patients.

Maintains up-to-date patient health records.

Ensures x-rays and other information are received prior to patient arrival.

Follow-up appointments as necessary.

Calls patients after difficult procedures to ensure they are comfortable.

Tracks patients who have pending and incomplete treatment. Job Requirements: Bachelor's degree or equivalent.

Minimum 2 years in the same role and dental terminologies experience.

Excellent verbal and written communication skills

Superior interpersonal and customer service skills

Excellent listening skills

Time management skills #J-18808-Ljbffr

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