



## Medical Management Coordinator

- **Vacancy for:** 1
- **Posted on:** Sept. 17, 2018
- **Deadline:** Sept. 27, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Healthcare / Pharma / Biotech / Medical / R&D
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Lokanthali
Offered Salary	: Negotiable

### Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than or equal to 2 years

### Other Specification

- Should have completed Masters Degree with 2 years of experience in related field
- Knowledge of various clinical techniques, diseases, medical terminologies and other medical functions
- Experience in handling medical and administrative duties with minimum supervision
- Ability to do medical transcription
- Strong organizational and multi-tasking skills
- Ability to understand and respond to emergency issues
- Ability to perform duties with optimum utilization of resources
- Possess knowledge of safety practices and procedures and adhere to the code of ethics
- Excellent verbal and written communication skills
- Ability to counsel patients and relatives of all ages and problems
- Strong interpersonal and time management skills
- Knowledge of latest trends in health care

### Job Description

- Provide support to the medical staff including doctors, nurses and pathologists
- Perform administrative and official duties
- Take complete medical history of the patient and document the same
- Help in the diagnosis of diseases or any other problems and report to the physician/s
- Monitor and develop plans of action and emergency plans
- Give daily patient feedback to the doctor and nurses and update the patient charts
- Assist the surgeons during operations in the operation theater
- Coordinate the process of patient admission and discharge including filling up forms, maintaining patient records, etc
- Schedule appointments for patient visits or diagnostic testing
- Maintain a healthy and cooperative relation with the patients and their relatives

### Applying Procedure

Apply Link : <https://merojob.com/medical-management-coordinator/>

Generated By