

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HAH CENTENARY HOSPITAL
GURU RAVIDAS MARG, HAMDARD NAGAR, NEW DELHI – 110062**

RECRUITMENT


(Advertisement No. HIMSIR /HR/Advt/22/20)

Applications are invited for contractual appointment of Patient Care Coordinator in Hamdard Institute of Medical Sciences & Research and its associated HAH Centenary Hospital. Eligible candidates may **apply on or before 14.09.2022.**

S. No.	Post	Nos.
1.	Patient Care Coordinator	02

1. Patient Care Coordinator:

Job Title	Patient Care Coordinator
Minimum Qualification	MBA in Health Care Management/Hospital Management OR Any Graduate with 3-4 years of experience
Relevant experience	03 years of experience in Hospital
Additional Skill	Candidate must be knowledgeable expert in their field and possess excellent communication skills in order to coordinate with the patients and hospital Staff
Salary	Negotiable
	<ul style="list-style-type: none">• To lead by example in exhibiting high levels of service orientation and proactive patient handling.• To Co-ordinate the requirements of the patients and the attendants during the stay in the hospital with the Nursing, Dietary, House Keeping, PCS and Security staff.• To ensure that the patient's requirements at the time of admission and discharge are met and that their stay in the hospital is comfortable and hassle free.• To ensure smooth conduct of admission and discharge procedures.• To coordinate and ensure that the intra hospital transfer of patients is carried without delay or discomfort.• To ensure total familiarity with all instructional manuals and operating procedures applicable to the role.• To supervise daily scrolls of all front office staff on shift.• To ensure accurate and timely registrations & report movement.• To ensure timely action on -Total Patient Experience Questionnaire- feedback received.• To follow Cash / Credit / Corporate billing / discount instructions and handle hospital information system efficiently.• To handle inter and intra departmental coordination.• To be well groomed, punctual & adhere to company policies and practices.• To comply with the service quality Process, environmental & occupational issues & policies of the respective area.• To comply with patient safety policy


(Col (Dr.) M.S Kidwai)
I/C HR