3841 6446 Employee for patient registration and information (m/f/d) The Patients division, Patient Service and Document Management department, is looking for a person to start as soon as possible  
  
Employee for patient registration and information (m/f/d)  
  
We offer you:  
  
- a responsible and interesting job  
- Modernly equipped workplaces  
- Opportunities for further training and further education in the clinic's internal specialist area for further education  
  
You convince with:  
  
- Completed commercial training - ideally you have already gained initial experience in the healthcare sector or have completed training as a medical assistant (m/f/d)  
- Good computer skills (MS Office)  
- Empathy for patient needs  
- Excellent cooperation and teamwork skills  
- high communicative competence  
  
The position is to be filled on a part-time basis.  
  
Your tasks:  
  
- Collection of patient data for outpatient and inpatient treatments  
- Primary cost containment measures  
- general provision of information  
- Forwarding of patients and visitors  
- Arranging telephone calls and mail distribution  
- Participation in shift work (early, late and night shift, including weekends and public holidays) is a prerequisite  
  
Interest? Then send us your documents by March 22nd, 2023.  
  
university hospital Freiburg  
  
Patients Division  
  
Patient service and document management department  
  
office  
  
Hugstetter Strasse 55, 79106 Freiburg  
  
Questions? Then give us a call:  
  
Diana Scherzer  
  
0761/270-21440 Business clerk - health care None 2023-03-07 15:58:25.730000