8457 11062 Medical assistants (m,f,d) \* ROBERT KOCH HOSPITAL APOLDA GMBH \* \* \*  
  
For the employees, it is important that they not only treat the patients entrusted to them at a high professional and medical level, but also that they meet these people with friendliness, openness to their problems and warm-heartedness. The unity between psyche and physicality is the focus of our approach.  
  
  
  
For our surgical practice in Buttstädt we are looking for an unlimited number of people to start as soon as possible  
Medical assistants (m,f,d)  
Your tasks:  
  
\* Admission of patients and preparation for outpatient treatment  
\* Accompaniment of specialist consultation hours and outpatient operations  
\* Appointments and coordination  
\* Medical and billing-related documentation, billing  
  
Your profile:  
  
\* Completed training as a medical assistant  
\* Profound PC knowledge  
\* Communicative competence and ability to work in a team  
\* A high degree of independence, initiative and organizational skills  
\* Willingness to work on Sundays, public holidays and in shifts (two-shift system) - not in practice in Buttstädt  
\* Proof of vaccination protection against measles (for those born after 1971)  
  
Our range:  
  
\* an interesting and challenging job  
\* Consideration of your individual working hours / mini job possible  
\* Extensive training in the processes of the department, also for job starters  
  
Please use the online form for your application, send us an email or simply give us a call.  
  
The Robert-Koch-Krankenhaus Apolda GmbH, academic teaching hospital of the Jena University Hospital, is an acute care hospital with 200 beds in the departments of general, visceral and vascular surgery, orthopedics and accident surgery, gynaecology/obstetrics, pediatric and adolescent medicine, internal medicine, Anaesthesiology/intensive care, diagnostic and therapeutic radiology as well as physiotherapy and laboratory diagnostics.  
  
The Apolda Medical Care Center has two gynecological practices in Apolda and one surgical practice each in Apolda and Buttstädt.  
  
For your questions is at your disposal  
  
our doctor in Buttstädt  
  
Ms. Claudia Neuhauser  
  
by phone 03637 340262  
  
happy to assist.  
  
Apply now [https://werbung.maxime-media.de/unternehmen/robert-koch-krankenhaus-apolda-gmbh-2045/job/10692] Health and Nurse None 2023-03-07 16:07:53.367000