8453 11058 Medical specialist in outpatient clinic (m,f,d) \* ROBERT KOCH HOSPITAL APOLDA GMBH \* \* \*  
  
For the employees of our clinic, 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 clinic service company in Apolda, we are looking for an unlimited number of people to start as soon as possible  
Medical specialist in outpatient clinic (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  
  
Our clinic is based in the district town of Apolda in the central Thuringian district of Weimarer Land. In addition to numerous local recreation areas and attractive educational, leisure and cultural offerings, the location has an excellent infrastructure. Thanks to a good motorway connection and good public transport connections, the nearby cities of Weimar, Jena and Erfurt can be reached quickly. There is free parking at the clinic.  
  
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 Klinik-Servicegesellschaft Apolda GmbH as a 100% subsidiary of the Robert-Koch-Krankenhaus Apolda GmbH is responsible for the provision of various services throughout the company. In addition to the patient transport service, the pick-up and delivery service and reception, our kitchen staff provide patients and hospital staff with food and drinks.  
  
For your questions is at your disposal  
  
the head of department  
  
Ms. Kerstin Renschin  
  
by phone 03644 571843  
  
happy to assist.  
  
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