

مركز التوظيف وشؤون الخريجين
Center for Career Placement & Alumni



Ref.#	Job Title	Major	Gender
JV478	Administrative Assistant	All CBE Majors	Both
JV479	Appointment Scheduler	All CBE Majors	Both
JV480	Benefits Generalist	All CBE Majors	Both
JV481	Billing Analyst I	All CBE Majors	Both
JV482	Cashier	Accounting	Both
JV483	Coding Technician I	MIS	Both
JV484	Contact Center Patient Information Specialist	All CBE Majors	Both
JV485	Contact Center Patient Information Supervisor	All CBE Majors	Both
JV486	Contact Center Patient Information Supervisor	All CBE Majors	Both
JV487	Denial Management Analyst I	All CBE Majors	Both
JV488	Denial Management Analyst II	All CBE Majors	Both
JV489	Emiratization Projects Coordinator	All CBE Majors	Both
JV490	Events & Conferences Associate	Marketing - Public Relations	Both

للتسجيل أو الحصول على مزيد من المعلومات التفضل بزيارة الموقع:

http://www.uaeu.ac.ae/ccpp/student/job_navigator.shtml



UAEU_CCPP



@UAEU_CCPP



03/7134700 – 03/7134702



JN@uaeu.ac.ae



How To Apply

Note: First time applicant

The application process takes about 15 to 20 minutes.

Step 1: Create your profile

- a. Log on to Cleveland Clinic Abu Dhabi Career Portal: <http://my.clevelandclinicabudhabi.ae>

Note: To apply for Physician, Nursing or Allied Health Clinic opportunities, visit the Careers Section of Cleveland Abu Dhabi Website: www.clevelandclinicabudhabi.ae

- b. Click "New User Registration":

- c. Enter your information and click "Proceed to Create your CV" on the lower-side of the page.

Note: If you are referred by a Cleveland Clinic Abu Dhabi caregiver, a Cleveland Clinic caregiver or a Mubadala employee, specify his / her full name.

Note: If you are a Cleveland Clinic Abu Dhabi caregiver, use your professional email address to register and apply.

- d. Name your CV and click "Continue" at the lower-side of the page.
- e. Click "Attach CV From File" on the upper-side of the page to upload an electronic copy of your CV.
- f. Complete the missing required CV sections (personal information, education, experience, qualifications etc.).
Note: To be able to apply for jobs, your CV Completeness Score must reach a minimum of 90%.

Account Login

User Name:

User Name or Email Address

Password:

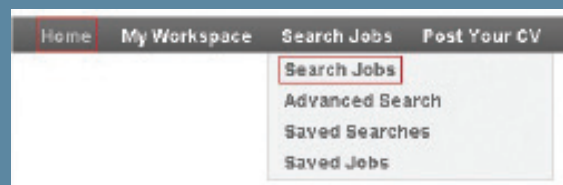
Log In

[Forgot your login info?](#)

[New User Registration](#)

Step 2: Search for jobs

- a. Once your profile is created and completed, you are ready to search for career opportunities at Cleveland Clinic Abu Dhabi.
- b. To search for jobs:
- Click "Home" to go back to the Career Portal Homepage
 - Or Click "Search Jobs"



- c. To begin viewing current job postings, you can either enter keywords or search by job category, employment type or career level.

Step 3: Apply for jobs

When you click the title of the position, the job description will appear. Once you have reviewed the job description and determined that you meet the minimum qualifications, click "Apply Now" on the upper left-hand side of the page.

Note: If you are a Cleveland Clinic Abu Dhabi caregiver, you are eligible to apply internally for any job opportunity if you have completed a minimum of one year in your current position.

Note: Feel free to follow Cleveland Clinic Abu Dhabi LinkedIn page: <http://www.linkedin.com/company/cleveland-clinic-abu-dhabi> where we will share on a regular basis new career opportunities and updates on Cleveland Clinic Abu Dhabi.

FAQ: Frequently Asked Questions

When will I hear back from Cleveland Clinic Abu Dhabi?

- a. By creating a profile, you become active in the Cleveland Clinic Abu Dhabi Talent Pool which we use as a resource to identify talents.
- b. Due to the volume of applications received, please understand that we cannot respond or provide informational updates to each applicant individually. You will be contacted by our Talent Acquisition team if more information is required, or if you are considered for the position to which you applied.

What should I do if I am having technical difficulty when completing my profile or applying for a job?

For technical assistance with your online application process, please click "Feedback" on the lower-left side of the page. You should receive feedback within 48 hours. Unsolicited applications or speculative requests sent through this email address will not be considered.

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Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV478

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Administrative Assistant	Academic Major:	All Majors Business & Economics
Salary Range:	Competitive Package	Years of Experience:	Fresh Graduate or 2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for providing administrative support and secretarial duties to the Corporate Communications & Marketing department and may function as a liaison between departments and others external to Corporate Communications & Marketing and CCAD. PRIMARY DUTIES AND RESPONSIBILITIES: • Produces correspondence, manuscripts, notes, summaries, meeting minutes and other material from a variety of sources • Develops and maintains departmental files, documents, data files and confidential information • Answers incoming telephone calls and refers to appropriate Corporate Communications & Marketing personnel for proper handling • Maintains employee personnel files in line with CCAD policies • Gathers and summarizes data for projects, studies and reports • Coordinates special functions and/or programs as assigned, including special studies, surveys, publications, etc. • Serves as a liaison between departments and others within and/or external to Corporate Communications & Marketing and CCAD		
Minimum Qualifications:	• Bachelor degree. • Minimum of two (2) years secretarial experience in a medical, commercial or industrial environment is required • Knowledge of office procedures, protocols, organization and filing systems and a variety of PC and/or word processing systems • Demonstrated typing proficiency of at least 35 words-per-minute with accuracy.		

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	• Strong organizational and project management skills to coordinate multiple activities. • Ability to create and express new and innovative ideas to help build efficiency and effectiveness within Corporate Communications & Marketing • Excellent interpersonal skills. • Strong oral and written communication skills. • Ability to speak and write in English is required. • Ability to speak and write in both English and Arabic is preferred. • Health care industry experience is preferred.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV479

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Appointment Scheduler	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	JOB SUMMARY: The position of Appointment Scheduler, within the Contact Center, is responsible for booking appointments for CCAD patients to best match access to physician's schedules. This position will process and follow up pre-registration, appointment and scheduling work queues; will provide non-clinical instructions to patients prior to arrival; will identify financial liability and hand-off coordination of financial counseling if needed to a Financial Counselor. Will be responsible for delivering accurate information while offering a first class patient experience by fully embracing the culture of CCAD and the Patients First values. PRIMARY DUTIES AND RESPONSIBILITIES: • Handles patient scheduling for outpatient and other ancillary department visits, determining appropriate visit type and urgency • Checks the database for available preferred schedules to meet patient's first choice for dates and times • Confirms future appointments as well as any changes to existing appointments over the phone and electronic requests • Collects insurance and demographic information and updates the system as needed while the patient is still on the phone • Ensures insurance eligibility and determines if patient requires financial counseling and proactively refers patient to a Financial Counselor • Provides non-clinical instructions to patients as needed to help the patients manage expectations if any preparation is needed • As part of customer service orientation, shall be able to assist patients in online portal registration		

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	• Works collaboratively with nursing and medical departments in coordinating schedules to ensure seamless and positive patient experience • Responsible for delivering results for key performance indicators as established by the Manager, Scheduling/Director, Contact Center • Other duties as assigned
Minimum Qualifications:	• Bachelor degree. • Minimum three (3) years of experience in a healthcare setting providing appointment scheduling or equivalent work experience in another relevant industry with demonstrated practical working knowledge of call center or any appointment call center background e.g., Insurance, hotel, airline, Telecommunication industry will be considered • Basic knowledge of medical terminology, insurance, hospital operations are desirable. SKILLS: • Ability to demonstrate genuine concern for patients and patient satisfaction in a non-facing environment • Ability to manage and efficiently complete multiple tasks on time • Strong analytical skills • Ability to adapt to a changing and dynamic environment • Fluency in English is required, bilingual (English & Arabic) is preferred; strong oral and written communication skills • Able to work independently and as part of a team; excellent interpersonal skills • Phone, typing, computer and Internet skills
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV480

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Benefits Generalist	Academic Major:	All Majors Business & Economics
Salary Range:	Competitive Package	Years of Experience:	2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for performing a variety of routine and complex administrative, technical and professional tasks to manage and administer CCAD's benefit programs. This position is also responsible for providing analysis in the design, development and implementation of CCAD benefit programs to ensure competitive, yet cost effective, overall benefit program strategies. PRIMARY DUTIES AND RESPONSIBILITIES: • Coordinates the administration and implementation of a variety of employee benefit programs • Develops and interprets benefit program policies and procedures required to ensure effective and efficient program administration • Ensures that all employee benefit elections are appropriately and accurately recorded • Coordinates the resolution of issues that may negatively impact an employee's experience with CCAD's benefit plans • Assesses the effectiveness of plan design and applicable communication strategies • Interfaces with Human Resources personnel to ensure the appropriate level of understanding and administration capability relative to all employee benefit programs • Ensures benefit programs are compliant with regulatory standards and consistent with CCAD's goals • Serves as a contact for plan vendors and third party administrators to ensure effective relationships and monitor vendor performance		
Minimum Qualifications:	• Bachelor degree. • Minimum of two (2) years' experience in the employee benefits field is		

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	required • Knowledge of principles, practices and standards of benefit plan design, administration and compliance • Demonstrated skill in using PC applications and having a strong mathematical aptitude • Ability to interface in a professional manner with all levels of CCAD employees (including managers and supervisors) • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in both English and Arabic is preferred • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV481

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Billing Analyst I	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: Obtains and verifies insurance information for billing of insurance/third party payers. Captures all data system applications. Prepares reviews and submits billing claims. PRIMARY DUTIES AND RESPONSIBILITIES: • Responsible for high volume, non-specialized billing/edit resolution. • Prepares insurance claims for submission to all third party payers and/or responsible parties. • Reviews claims for accuracy, including proper diagnosis and procedure codes. • Ensure appropriate review of bills and statements before sending out to insurance companies to reduce risks of denial. • Required to have updated knowledge of both CCAD and UAE insurance regulations around billing to ensure compliance to appropriate regulations. • Recognizes and resolves billing or coding inconsistencies. Uses clinical and coding knowledge to ensure accurate and compliant charge items. • Other duties as assigned.		
Minimum Qualifications:	• Bachelor degree. • Minimum of one (1) year billing experience preferably in patient accounting billing system is required. • Knowledge and understanding of patient accounts management, including insurance processing and cash application • Proficient with PCs, spreadsheets and other software applications • Strong oral and written communication skills. • Ability to speak and write in English is required.		

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	Health care industry experience is preferred.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV482

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Cashier	Academic Major:	Accounting
Salary Range:	Very Competitive Package	Years of Experience:	3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is primarily responsible for handling cash transactions and for ensuring accurate cash count and safekeeping of the monies received and transacted from various sources within Cleveland Clinic Abu Dhabi (CCAD). PRIMARY DUTIES AND RESPONSIBILITIES: • Receives and reconciles cash, checks or credit card for payment and issues receipts as required • Obtains valid authorization for all credit card payments • Counts and reconciles money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and notifies supervisor if any discrepancy is found • In the event a refund is being requested, initiates checking the system for delinquent accounts or outstanding balance, suggests to apply payment of refund against outstanding balances before processing any refunds • If a refund is necessary, ensures all appropriate documents and signatures are obtained, and refunds are entered in the system • Maintains general knowledge of cash handling and controls and complies to cash handling policies and procedures • Calculates total amounts received and reconciles with supervisor at the end of each shift before closing cash drawers • Other duties as assigned		
Minimum Qualifications:	• Bachelor degree. • Three (3) years of experience working as a cashier or accountant • Experience in a similar role in a hospital is preferred • Ability to manage and efficiently complete multiple tasks on time		

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	• Strong oral and written communication skills • Strong organizational skills • Demonstrated ability to work independently and within a team • Critical thinker and self-starter • Ability to speak and write in English is required • Ability to perform basic math functions (calculations of discounts, basic additions / subtractions / multiplications) • Ability to adapt to a changing and dynamic environment • Ability to embrace the culture of CCAD and the "Patient First" values • Ability to work rotating shifts as needed • Other duties as assigned
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV483

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Coding Technician I	Academic Major:	Management Information Systems (MIS)
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: The Coding Technician I is primarily responsible for the accurate assignment of diagnosis and procedure codes following established coding guidelines and abstracting appropriate data for reporting outpatient, Emergency Room, and ancillary services accounts. This position supports the activities of the Revenue Management Department. PRIMARY DUTIES AND RESPONSIBILITIES: • Applies the appropriate coding guidelines for assignment of the primary diagnosis and co-morbidities for outpatient accounts. • Applies the appropriate guidelines for assignment of primary and secondary procedures. • Assigns the appropriate ICD-10-CM code for the primary diagnosis on 95% of accounts audited. • Assigns the appropriate CPT codes for procedures on 95% of accounts audited. • Assigns the appropriate Evaluation & Management code on 95% of accounts audited. • Abstracts required demographic and statistical data from each patient record on 95% of accounts audited. • Demonstrates knowledge of the content of the electronic medical record for both inpatient and outpatient accounts. • Demonstrates knowledge of the physician query process and appropriately queries when documentation is incomplete or ambiguous. • Demonstrates appropriate analysis of electronic medical record documentation for completeness, accuracy, and timeliness. • Maintains an average productivity rate of 130 accounts coded per day. • Identifies both electronic and hard copy reference materials appropriately and efficiently to facilitate the accuracy, consistency and specificity of code assignment. • Coordinates with the Clinical Coding Support Specialist on issues related to documentation.		

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	• Maintains confidentiality of patient's protected health information (PHI) in both electronic and paper formats. • Participates in continuing education programs and maintains a record of continuing education programs attended. • Performs other duties and participates in special projects as assigned by the HIMS Management team.
Minimum Qualifications:	• Bachelor degree. • Minimum 2 years experience in a Health Information Management (HIMS) Department or Medical Records Department preferred. • Minimum 2 years experience utilizing health information systems (HIS) software or equivalent experience preferred. • Familiarity with a coding and abstracting system preferred. • Good verbal and written English language skills.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV484

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Contact Center Patient Information Specialist	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: The position of Patient Information Specialist is the first point of contact for anyone calling Cleveland Clinic Abu Dhabi and is responsible for delivering accurate information while offering a first class patient experience. The Patient Information Specialist, within the Contact Center, is also responsible for communicating and dispatching a variety of customer service requests including referrals to appointment schedulers and internal service desks. PRIMARY DUTIES AND RESPONSIBILITIES: • Receives and responds to all phone calls on a multi-function phone system • Answering calls in an accurate, timely, friendly and professional manner • Knows and can clearly articulate CCAD products, services, location and opening hours • Anticipates caller needs and can be flexible in responding to them • Actively listens to caller requirements, assesses need and accurately refers callers to relevant departments or services within CCAD as required to resolve their requirements • Meets all required KPIs when answering and resolving calls • Takes appropriate, complete and detailed information over the phone • Ensures all reporting and metrics are completed • Uses required technology appropriately • Other duties as assigned		
Minimum Qualifications:	• Bachelor degree. • Minimum one (1) year of experience in Contact Center environments, ideally in a healthcare however a demonstrated practical working knowledge of call center environments e.g., hotel, airline industry will be		

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	considered • Basic knowledge of medical terminology, insurance, hospital operations are desirable • Ability to demonstrate genuine concern for patients and patient satisfaction in a non-facing environment • Ability to manage and efficiently complete multiple tasks on time • Strong oral and written communication skills • Excellent interpersonal skills • Strong organizational and time management skills • Able to work independently and as part of a team • Fluency in spoken English or Arabic as required by Department but all candidates must have conversational-level English and strong written English skills • Phone, typing, computer and Internet skills • Strong analytical skills • Ability to adapt to a changing and dynamic environment • Fully embraces the culture of CCAD and the Patients First values
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV485

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Contact Center Patient Information Supervisor	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male or Female or Both
Job Description:	JOB SUMMARY: The position of Patient Information Supervisor, provides management and oversight to all other Patient Information Specialists to ensure the delivery of quality service in line with agreed KPIs to provide a first class patient experience. The role of the Patient Information Supervisor, within the Contact Center, is to ensure Information Specialists are appropriately communicating and dispatching a variety of customer service requests including referrals to appointment schedulers and internal service desks. On occasion, may need to be a “working” supervisor and provide the same services as the Patient Information Representatives including answering calls in a timely, friendly and professional manner, assessing needs and accurately referring callers to relevant departments or services within CCAD as required. PRIMARY DUTIES AND RESPONSIBILITIES: • Provides supervisory support for other Patient Information Specialists in the execution of duties including answering questions, resolving complaints • Pro-actively identifies issues and seeks to address these or escalate as appropriate • Ensuring compliance with policies and processes for Patient Information Representatives • Ensuring Patient Information Specialists understand and meet the requirements of all KPIs. • Responsible for the induction and training of new Contact Center Patient Information Specialists • Supports the Contact Center Director in the scheduling of agents and workforce management • Knows and can clearly articulate CCAD products, services, location and opening hours, educating Patient Information Specialist as required		

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	- Reviews the quality of work of Patient Information Specialists to ensure they are answering calls in a timely, friendly and professional manner, assessing needs and accurately referring callers to relevant departments or services within CCAD as required - Ensures all reporting and metrics are completed by Patient Information Specialists - Supports the work of Patient Information Specialists, answering calls as required to meet Department KPIs and to ensure a quality patient experience - Uses required technology appropriately - Other duties as assigned
Minimum Qualifications:	- Bachelor degree. - Minimum three (3) years of experience in Contact Center environments, ideally in a healthcare however a demonstrated practical working knowledge of call center environments e.g., hotel, airline industry will be considered - Minimum one (1) year of supervisory experience within a Contact Center environment is required - Basic knowledge of medical terminology, insurance, hospital operations are desirable - Ability to manage and efficiently complete multiple tasks on time - Strong oral and written communication skills - Excellent interpersonal skills - Strong organizational and time management skills - Able to work independently and as part of a team - Fluency in spoken English required; fluency in Arabic is an advantage - Phone, typing, computer and Internet skills - Strong analytical skills - Ability to adapt to a changing and dynamic environment - Fully embraces the culture of CCAD and the Patients First values
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV486

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Contact Center Patient Information Supervisor	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male or Female or Both
Job Description:	JOB SUMMARY: The position of Patient Information Supervisor, provides management and oversight to all other Patient Information Specialists to ensure the delivery of quality service in line with agreed KPIs to provide a first class patient experience. The role of the Patient Information Supervisor, within the Contact Center, is to ensure Information Specialists are appropriately communicating and dispatching a variety of customer service requests including referrals to appointment schedulers and internal service desks. On occasion, may need to be a “working” supervisor and provide the same services as the Patient Information Representatives including answering calls in a timely, friendly and professional manner, assessing needs and accurately referring callers to relevant departments or services within CCAD as required. PRIMARY DUTIES AND RESPONSIBILITIES: • Provides supervisory support for other Patient Information Specialists in the execution of duties including answering questions, resolving complaints • Pro-actively identifies issues and seeks to address these or escalate as appropriate • Ensuring compliance with policies and processes for Patient Information Representatives • Ensuring Patient Information Specialists understand and meet the requirements of all KPIs. • Responsible for the induction and training of new Contact Center Patient Information Specialists • Supports the Contact Center Director in the scheduling of agents and workforce management • Knows and can clearly articulate CCAD products, services, location and opening hours, educating Patient Information Specialist as required		

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Graduate Placement Services (GPS)

	- Reviews the quality of work of Patient Information Specialists to ensure they are answering calls in a timely, friendly and professional manner, assessing needs and accurately referring callers to relevant departments or services within CCAD as required - Ensures all reporting and metrics are completed by Patient Information Specialists - Supports the work of Patient Information Specialists, answering calls as required to meet Department KPIs and to ensure a quality patient experience - Uses required technology appropriately - Other duties as assigned
Minimum Qualifications:	- Bachelor degree. - Minimum three (3) years of experience in Contact Center environments, ideally in a healthcare however a demonstrated practical working knowledge of call center environments e.g., hotel, airline industry will be considered - Minimum one (1) year of supervisory experience within a Contact Center environment is required - Basic knowledge of medical terminology, insurance, hospital operations are desirable - Ability to manage and efficiently complete multiple tasks on time - Strong oral and written communication skills - Excellent interpersonal skills - Strong organizational and time management skills - Able to work independently and as part of a team - Fluency in spoken English required; fluency in Arabic is an advantage - Phone, typing, computer and Internet skills - Strong analytical skills - Ability to adapt to a changing and dynamic environment - Fully embraces the culture of CCAD and the Patients First values
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV487

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Denial Management Analyst I	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for obtaining information to process patient accounts and performing denial analysis pertaining to high volume, average balance denied claims. PRIMARY DUTIES AND RESPONSIBILITIES: • Verifies billing of claims as necessary. • Reviews denials and forwards accounts to appropriate personnel in accordance with department policy. • Researches causes for rejections or denials for the averaged billing denied claims. • Other duties as assigned.		
Minimum Qualifications:	• Bachelor degree. • Minimum one (1) year experience in hospital billing, hospital collections, payer's financial environment. • Proficiency in the use of PCs and MS Office. • Ability to speak and write in English is required, Arabic is preferred. • Strong oral and written communication skills.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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Job Reference No.: JV488

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Denial Management Analyst II	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	2-3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: Ensure that all accounts have received a response from the payer. Resolving and communicating the payer response received via denial/remittance advice to the applicable working department/clinical unit, for additional actions as applicable. Follow up processes for insurance payers with no remittance advice/denial code/no response. PRIMARY DUTIES AND RESPONSIBILITIES: • Responsible for all high balance and/or complex denied claims received such as medical necessity denials. • Provides input to management obtained from various insurance companies regarding denials and reimbursement issues. • Recommends and provides input to execute changes in accordance with changes in insurance regulations from data obtained from various groups. • Proactively works with multidisciplinary teams within CCAD to develop procedures to reduce the number of denials received through reporting of denials and education of denial trends. • Analyzes and reconciles accounts, including follow up with payers. • Works with various program/department heads to communicate adverse reimbursement trends and denial information. Coordinates corrective action with the department. • Reviews denials and forwards accounts to appropriate personnel in accordance with department policy. • Other duties as assigned.		
Minimum Qualifications:	• Bachelor degree. • Minimum 2 – 3 years of experience in hospital billing, hospital collections, or payer's financial environment.		

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	• Knowledge of medical terminology required. • Work experience in a Revenue Cycle department start-up desired. • Experience in managed care contracts, reconciling patient accounts, and balancing payment transactions against contract rates and terms in strongly desired. • Proficiency in the use of PCs and MS Office. • Ability to speak and write in English is required, Arabic is preferred. • Strong oral and written communication skills.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should make an online registration and application through

<http://my.clevelandclinicabudhabi.ae/>



Center for Career Placement & Alumni Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV489

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Emiratization Projects Coordinator	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for performing routine and complex tasks to support Emiratization & Diversity activities. PRIMARY DUTIES AND RESPONSIBILITIES: • Implementation of Emiratization, and Cultural Diversity projects, program and special events. • Coordination of activities/ initiatives like cultural activities, and Emiratization session and programs. Produces presentations, writing materials, , edits them for accuracy and coordinates their distribution • Ensure that work placement programs are running well for Emiratize and identify potential pool of future hires from these placements • Make sure that CCAD has partnership with government organizations / universities for sourcing & selecting Emiratize and training programs i.e. Tanmia, Tawteen • Maintains and reports on E&D programs (Cultural activities, strategy, Career planning, leadership programs)Data management, reporting and tracking completions of projects • Event coordination to include scheduling, communication with vendors, internal collaboration with Supply chain to ensure paperwork for event is completed • Ensure accomplishment of Graduate Trainee's recruitment and quality of new-hired trainees Establish GTP learning roadmap and development during 12-months (starting from Induction, On the Job Training and Final Assignment) • Provide feedback and consultancy for Trainees and Hiring Manager whenever needed		

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	• Manage Trainee's deployment process to permanent role, align with business needs and policies • Conduct regular monitoring on Trainee's performance in regular basis, during their development until post-deployment period
Minimum Qualifications:	• Bachelor degree. • Minimum of 2 years of Emiratisation ,HR, or project management experience is required • Knowledge of project management and or career counseling management or engagement concepts and practices • Strong organizational and time management skills • Proficient in the use of PCs, spreadsheets and other databases • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in both English and Arabic is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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JOB VACANCY FORM®

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV490

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Events & Conferences Associate	Academic Major:	Marketing - Public Relations
Salary Range:	Very Competitive Package	Years of Experience:	2 -3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male or Female or Both
Job Description:	JOB SUMMARY: This position is responsible for developing and coordinating the implementation of events and conferences strategies and tactics for Cleveland Clinic Abu Dhabi (CCAD). PRIMARY DUTIES AND RESPONSIBILITIES: • Supports the Communications and Marketing team and both the UAE- and US-based Recruitment teams in the coordination, planning and execution of internal and external recruitment events for CCAD • Works closely with internal and external event planning groups to define event goals, objectives and specific implementation plans • Serves as a project manager for Events initiatives across CCAD recruitment to – Research conference and events and available activations at each, to create recommendations for engagement, and outline costs associated – Liaise with conference organizers to coordinate all pre-event and post-event logistics, including project timelines, preparing paperwork, reserving booths and furnishings, providing updates and liaising on content requirements, preparing CCAD content for programs – Manage internal approvals and external transactions for recruitment events, conferences and advertising buys – Manage advertising activities in support of recruitment events and journals, including researching available opportunities, recommending and activating ad buys and placement, liaising with organizers to gain insights on advertising specifications, opportunities, availability and placement, recommending and		

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	activating ad buys and placement, liaising with design vendor to design and manage revisions, garner approvals from corporate communications team, and place ad in desired publications. – Provide pre- event and onsite communication with CCAD delegates • Represents and delivers service excellence that is in keeping with the organization brand • Maintains a calendar of events and implement a system that enables and anticipates long-term planning and effective event management for the organizations meetings, conferences and events • Works closely with Communications and Marketing team to ensure branding/communications at events is in line with CCAD guidelines. • Identifies all aspects of event risks assessment and crisis management planning strategies • Collaborates with personnel, subcontractors and vendors as required to successfully execute all aspects of the event on the scheduled delivery date • Develop event reports and distribute as required • Other duties as assigned
Minimum Qualifications:	• Bachelor degree. • Minimum of two to three (2-3) years' experience in conferences and/or events management or related experience is required. • Strong leadership and interpersonal skills • Proficient in the use of PCs and spreadsheets • Strong oral and written communication skills • Ability to speak and write in English is required
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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