

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-178-2021
Company Name	SAINT GEORGE HOSPITAL UNIVERSITY MEDICAL CENTER
Industry	HOSPITAL
Vacancy	Patient Relations Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	FULL TIME
Major	Bachelor degree in Healthcare Management / Business Management or related field
Years of Experience	1 year experience
Education	Bachelor degree in Healthcare Management / Business Management or related field
Location	ACHRAFIEH
Remuneration & Benefits	Nssf –insurance -13 ,14 months –Transportation
Tasks & Responsibilities	Receives and responds to patients' compliments and complaints regarding hospital services and ensures that concerns are handled properly. Conducts patient satisfaction surveys (for inpatients and outpatients) and issues accordingly analysis reports to manager for review and approval. Responds to patients' needs and assists them in completing their transactions at the different hospital departments. Answers patients' inquiries about the Hospital policies, procedures, patients' rights and responsibilities, available services and coordinates between Departments when required.