

ABDULSALAM MASADEH

Patient Admission Representative

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📍 Abdulsalam. Masadeh

📍 Abu Dhabi



EXPERIENCE

Patient Admission Representative

Makkah Medical Center

📅 2019 - Present 📍 Abu Dhabi, UAE

- Delivered high-quality service to all hospital customers, ensuring a positive patient experience
- Processed manual receipts when the billing system was unavailable
- Received and admitted patients transferred from clinics or the emergency department
- Organized admission paperwork, filed patient documents, and coordinated transfers to wards
- Opened new patient files and updated information in the system accurately
- Filled inpatient claims and prepared bills for all admitted patients
- Followed up on patients admitted without health insurance
- Performed receptionist tasks including answering incoming calls
- Worked as a cashier in polyclinics, X-ray, and emergency units
- Participated in cross-functional teams and hospital committees
- Coordinated with other departments to ensure efficient patient registration and admission

EDUCATION

Bachelor's Degree in Business Administration

Hashemite University

📅 09/2015 - 06/2019 📍 Jordan

LANGUAGES

Language

Beginner



SUMMARY

Patient Admission Representative Professional Summary: Dedicated Patient Admission Representative with over 5 years of experience in hospital administration. Skilled in patient registration, billing, claims processing, and providing exceptional customer service. Strong coordination abilities with hospital departments to ensure smooth admission and patient satisfaction.

SKILLS

Patient Registration & Admission

Billing & Claims Processing

Customer Service Excellence

Cash Handling & Payments.

Cross-functional Team Coordination

Strong Communication & Interpersonal Skills

KEY ACHIEVEMENTS



Your Achievement

Describe what you did and the impact it had.

TRAINING / COURSES

Course Title

INTERESTS



Career Interest / Passion