

M/s. A-1 FACILITY AND PROPERTY MANAGERS PVT.LTD
MUMBAI

APPLICATIONS ARE INVITED FOR THE POST OF
PATIENT COORDINATOR

on Contract basis (initially for a period of one year) for our client

TATA MEMORIAL HOSPITAL

located at PAREL, MUMBAI.

Qualification:

- Full-time graduation from a recognized university.
- Six months certification in oncology-related patient care and communication is preferred.
- Postgraduate qualifications such as PGDM, MHA or a Master's degree in allied disciplines desirable.

Key Skills:

- Excellent communication and interpersonal skills: fluency in English and local languages.
- Strong organizational and multi-tasking abilities in high-pressure environments.
- Familiarity with hospital operations, including registration, billing, diagnostics and OPD/IPD workflows.
- Discretion in handling sensitive or high- profile cases with confidentiality.
- Proficiency in Microsoft Office and experience with Electronic Medical Records (EMR/HIS).
- Team-oriented with the ability to coordinate across clinical, administrative, PRO and security functions.

Job Responsibilities:

- Coordinate priority registration, billing, diagnostics and admission processes for designated patients.
- Assist with patient reception, file preparation, escort and navigation within the hospital.

- Liaise with consultants, medical administration and other departments to ensure efficient patient movement and care.
- Manage tagging, scheduling and timely follow-up of diagnostics and consultations.
- Maintain proper documentation and support follow-up communications and report delivery.
- Ensure strict adherence to confidentiality protocols and maintain accurate case records.

Remuneration: Rs. 25,000/- to Rs. 30,000/- p.m.

Job Location: Tata Memorial Hospital, Dr. Ernest Borges Road, Parel, Mumbai – 400012.

General Conditions:

Last date of online application is 01.12.2025.

To apply, click on the link: https://tmc.gov.in/Temp/frm_Registration.aspx

- a) No hard copy of the application will be accepted. Applications received after due date will not be considered.
- b) Candidates will be screened based on the information provided by them in their Application form. Incomplete applications will be summarily rejected.
- c) The applicant must possess a valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only.
- d) Candidates who would be called for Interview and Trade Test are required to **carry their updated Resume, original documents along with one set of copy** in support of the details furnished in the Application Form regarding Date of Birth, Educational Qualifications, Experience, Aadhaar card, PAN card, etc., failing which such applicants will not be allowed to appear for the interview.

All outstation candidates are required to make a note that accommodation will not be provided.

(We, M/s. A-1 Facility and Property Managers Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)

Supervisor

M/s. A-1 Facility and Property Managers Pvt. Ltd.