



**Outstanding Career Opportunity  
Middle East Medical Coordinator, Center for International Health  
Based in Los Angeles**

We have an outstanding opportunity in International Health at Cedars-Sinai Medical Center in Los Angeles, California. We are seeking a physician with previous clinical experience in the Middle East who is fluent in Arabic and English languages (verbal and written). This position will not require a license to practice medicine. The Coordinator will provide programmatic and administrative support to market our clinical services to Middle Eastern countries. In addition to providing links between referring physicians and Cedars-Sinai, the Coordinator will also help arrange transportation, translation, housing and other important services for Middle Eastern patients.

The primary role of this position is to promote Cedars-Sinai Health Services to Middle Eastern Countries and referral entities. Essential responsibilities for the position include:

- Establishing contacts and key relationships in the Middle East including site visits with Health Attaches in USA and Middle East
- Receive medical reports from referring entities and forward them to the appropriate specialty, then respond with opinions in a timely manner. Translate medical reports, medical literature and educational materials as needed into Arabic language.
- Coordinate treatment plans for patients upon arrival to Los Angeles by scheduling doctor, laboratory and imaging appointments and provide medical interpretation when needed.
- Report patient's treatment progress to the referring entity as agreed upon
- Educate hospital staff regarding Middle Eastern culture
- Assist patients and their escorts with information about lodging, banking and transportation during their stay in Los Angeles. Follow up with patients after leaving Los Angeles, and prepare for their follow up visit to Cedars-Sinai

**Qualifications and Experience Will Include:**

- Physician with clinical experience in the Middle East
- Fluent in Arabic and English languages (verbal and written)
- Marketing & sales experience
- Excellent communication and interpersonal skills
- Computer proficiency

Qualified applicants should send a current CV to Dr. Spencer Koerner; [spencer.koerner@cshs.org](mailto:spencer.koerner@cshs.org)