

## Dara Topalovic

### Practise Manager

- (Lead) practice organization
- (Lead) hygiene management
- Registration and appointment
- Care of the trainees
- Patient administration / billing
- Recording findings
- ordering materials
- Laboratory activities, in particular blood sampling, injections, infusions
- Assistance with diagnostics and therapy, especially with ECG, lung function, ergometry, long-term blood pressure measurement, wound care

