



Surgery Scheduler

Assists with all aspects of scheduling surgical procedures for clinic's patients.

DUTIES AND RESPONSIBILITIES

1. Work closely with MDs, patients, and hospitals to determine best time for surgical procedure. Monitor provider's schedules closely to avoid scheduling conflicts.
2. Notify business office to insure proper pre-authorization.
3. Ensure accurate patient demographics and medical information is transferred to the hospital. Hand deliver information as needed.
4. Enter patient information into the proper scheduling software system.
5. Document concisely and correctly in EMR system.
6. Complete all scheduling requests within 3-5 working days
7. Instruct and educate patients as needed. Answer all patients' questions/concerns.
8. Accurately complete pre-surgery orders under guidance of MD or RN/LPN.
9. Maintain strict patient confidentiality as per policy and HIPAA guidelines

MINIMUM QUALIFICATIONS

High School diploma or GED required.

Knowledge of out-patient medical practices required; knowledge in Cardiology preferred.

Typing skills at least 40 wpm.

Knowledge of basic phone etiquette and operation of office equipment

Basic computer literacy including Windows environment.

Please fax resume to (541) 930-7220