

Date Posted:

Date Position Filled:

Candidate Hired:

Surgery Scheduler

Description:

We are looking for a reliable, organized, detail-oriented individual to join our team as a Surgery Scheduler. The surgery scheduler will work collaboratively with the physician's office and patients to schedule surgical procedures at our outpatient facility. Strong candidates will be versatile, focused, and decisive. They will demonstrate diplomatic communication skills, delivering courtesy and respect to all.

Duties:

- Maintains positive communications with medical personnel, office staff and administrative personnel to obtain necessary information, coordinate and confirm schedules, and identify special requirements for procedures.
- Captures complete and accurate clinical, demographic and insurance information.
- Determines insurance coordination of benefits, pre-certification/prior-authorization.
- Schedules all outpatient surgeries and procedures according to predetermined block schedules, availability, and established policies and procedures.
- Identifies potential scheduling conflicts and communicates critical information to the Director of Nursing to ensure availability of needed equipment, requested staff, and/or ancillary services.
- Maintains the surgery schedule, tracks cancellations, monitors, maintains and releases block time.
- Communicates detailed information and answers patients' questions regarding surgery, arrival/departure instructions relative to procedure.
- Promptly identifies and escalates non-routine issues, same day and next day add-on cases, and any patient problems to the Business Office Manager, Administrator and/or Director of Nursing.
- Cross-trains to cover Admitting Receptionist job duties.

Required Qualifications:

- A high school diploma and 2 years of scheduling workplace experience, preferably in a healthcare setting
- High attention to detail and organizational skills with the ability to multi-task, work under pressure and manage changing priorities
- Working knowledge of computers, Microsoft Office, scheduling software, email applications
- Analytical skills to gather and interpret data
- Excellent written and oral communication skills
- Additional duties may be assigned

Job Type and Expected Hours of Work:

This is a part time plus position, scheduled 24 hours per week. No nights, weekends, or holidays!

Salary Range: \$17.56 - \$25.19 Compensation for this role will depend on a number of factors, including candidate's qualifications, skills, competencies and experience.

Benefits: Health insurance including medical, dental, and vision insurance, paid time off including, holidays, bereavement leave, 401K with company match up to 4%, HSA, profit sharing, disability insurance.