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# Example of Appointment Scheduler Job Description

Our company is looking to fill the role of appointment scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for appointment scheduler

* Working closely with internal and external groups to meet changing customer needs
* Responsible for scheduling all physician orders, new referrals and schedules appropriate field staff member on a daily basis
* Faxes or scans patient information to field staff as needed
* Schedules any changes or corrections per MD orders in EMR
* Ensures that the new referral is staffed with an RN and any other staff members needed to make sure what was ordered by physician is scheduled correctly
* Contacts field staff regarding missing outstanding documentation on a weekly basis
* Updates schedules frequently to remain in compliance with the current physician order
* Retrieves lab results from previous day
* Communicates all new orders and new referrals with contract therapy staff
* Communicates frequently with management on unassigned patient visits to ensure that all patients are seen within the time frame needed per physician orders

## Qualifications for appointment scheduler

* Ability to understand & communicated effectively & diplomatically w/ all levels of personnel
* General knowledge of organizational procedures & the ability to apply them to various situations
* 2 Years related experience in healthcare environment preferred
* Ability to work a multi-line phone
* Experience in the educational field is a plus!
* 2+ years' experience with performing in a goal-driven & customer-focused environment preferred