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# Example of Lead Scheduler Job Description

Our company is growing rapidly and is looking for a lead scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lead scheduler

* Communicate with referring physicians to facilitate scheduling and registration of walk-in/work-in patients
* Obtain and/or coordinate Pre-Authorizations for procedures
* Review all paperwork for accuracy and submit to Billing Office
* Mitigate any account errors or barriers to “clean claims”
* Work with MQSA and the Breast Care Network to ensure that outgoing mammography images are charted correctly
* Coordinate PHI release activities ensuring compliance with HIPAA
* Follow-up and resolve (if possible) any complaints or problems with referring physicians and/or their staff
* Attends in-service presentations or training as indicated and communicates any necessary information to clerical staff that may not have attended
* Maintain front office equipment and call for preventative maintenance and or service as indicated
* Order office supplies as requested/needed

## Qualifications for lead scheduler

* Master’s Degree in a technical or business discipline
* Ability to work effectively in a multi-team environment and with people at all levels
* Thorough understanding of RPO client processes, standards and guidelines
* Strong understanding of technology, systems and process used in supporting RPO client
* The successful candidate must meet background screening and NRC Fitness for Duty requirements
* Minimum of 5 years overall nuclear power plant or equivalent industry experience