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# Example of Medical Scheduler Job Description

Our growing company is looking to fill the role of medical scheduler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for medical scheduler

* Obtain the necessary authorization prior to surgery
* Schedule patient and return appointments in computer system in accordance with physician and/or office guidelines
* Coordinates Imaging Services exams with other hospital departments and physician offices
* Follows up on patient orders/referrals to facilitate making the correct appointment
* Working knowledge of EPIC and all scheduling functions
* Explains procedure to patient and provides directions to the Medical Center
* Understand optimal patient flow, imaging procedures and preps, and patient history requirements for imaging procedures
* Obtain physician orders and insurance verification and/or pre-authorization prior to the completion of imaging procedures
* Performs all other assigned duties, within scope of practice
* Serve as the first point of contract and customer service liaison to patients and physician offices for the Imaging department

## Qualifications for medical scheduler

* Strong customer service conflict resolution skills
* Ability to triage phone calls effectively and accurately
* Ability to uphold hospital standards in quality, excellence, integrity, respect, commitment and service
* IDX capability required
* Typing, competent with computers
* Must have excellent Customer Service skills, phone etiquette, and communication skills