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# Example of Patient Scheduler Job Description

Our growing company is searching for experienced candidates for the position of patient scheduler. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for patient scheduler

* Schedule patient appointments, exams and procedures, and process forms and data
* Checks patient in, verifies and updates necessary information in EMR
* Process payments received in person and by mail
* Greet patients and provide superior patient relations
* Receive referrals from physicians and facilities
* Answer incoming calls (heavy call volume), verify patient insurance benefits, and administer patient registration
* Schedule and confirm patient appointments within EMR
* Communicate with referring offices regarding patient appointment statuses
* Troubleshoots and develop plans of action for expected & unanticipated logistical issues during the transport of Juno products
* Adheres to scheduling scripts provided

## Qualifications for patient scheduler

* Be flexible as the schedule may change with business needs
* Minimum of three years of clerical experience with at least one year which involved receptionist/scheduler work
* Microsoft Office, particularly MS Access
* Demonstrated excellent telephone and customer service skills
* Demonstrated ability to handle multiple tasks accurately in a fast paced environment
* Completion of recognized medical secretarial program, certification preferred