Downloaded from <https://www.velvetjobs.com/job-descriptions/patient-scheduler>

# Example of Patient Scheduler Job Description

Our growing company is looking for a patient scheduler. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for patient scheduler

* Enter procedure/surgery information and update/inform physicians of schedules per protocol
* Coordinate schedules with time and equipment availability
* Communicate with patients and inform them of any schedule changes
* Order and coordinate delivery of special supplies and equipment, as necessary
* Enter vendor information and supply into Vendormate system
* Schedule Anesthesia for surgery, as necessary and per protocol
* Provide pre-appointment instructions, directions and messages per protocol
* Provide reminder calls for all surgeries prior to surgery date
* Respond to patient inquiries/concerns appropriately and in a timely manner
* Document all messages electronically using the In-Basket functionality and forward to the appropriate clinical provider

## Qualifications for patient scheduler

* Minimum (3) three years of clerical experience with at least (1) year receptionist/scheduler experience
* Must have knowledge of Microsoft Office, particularly MS Access
* Must have demonstrated ability to handle multiple tasks accurately in a fast paced environment
* At least three (3) years of clerical experience, preferably involving receptionist and scheduling duties in a medical office or clinical setting
* Experience with electronic medical records programs
* Previous Patient Coordinator experience preferred