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# Example of Patient Scheduler Job Description

Our innovative and growing company is looking to fill the role of patient scheduler. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for patient scheduler

* Thank every caller and ask if there is any other assistance that can be provided
* This position will be primarily at 35 State Ave, supporting the Orthopedic Department
* Ensures patient confidentiality according to the privacy act
* Maintains competency as appropriate and pursues ongoing learning through attendance at departmental and system in-service, workshops and conferences/seminars
* Provides patient education concerning Advance Medical Directives, Organ Donation, Patient Rights, regulatory requirements and financial policies whenever appropriate
* Prepares oral/ written communications including periodic status reports
* Perform receptionist duties as assigned
* Coordinates scheduling and referrals to other healthcare providers and services
* Assists with maintenance and updating of provider contact information
* Ensures that all medical appointments, special instructions and patient information is entered into electronic medical system

## Qualifications for patient scheduler

* Schedule internal and external MD visits and diagnostic imaging procedures
* Two (2) years of progressively responsible clerical experience, including receptionist and scheduling duties
* Ability to handle multiple tasks accurately in a fast paced environment and to work independently with minimal supervision
* May need to work flexible hours and/or evening hours to provide coverage of UBHC scheduling functions
* Ability to multi-task and make decisions in a fast-paced, high-volume environment
* Bachelor-s degree, with experience scheduling complicated multistep products or processes