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# Example of Scheduler Job Description

Our company is growing rapidly and is looking for a 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 scheduler

* Answers all incoming phone calls (customer and/or informational) promptly and courteously, respond to all voice mail messages and redirect all incoming phone calls to the appropriate person (if applicable)
* Navigates payer systems and websites to determine coverage and patient financial responsibility
* Assesses potential for Charity status for patients and navigates patient through application process
* Verify insurance and determine patient financial responsibility
* Collects Co-pays appropriately
* Updates patient demographics
* Obtains and/or insures Pre-Authorization/Medical Necessity for procedures
* Run State license check and OIG sanctions check on undefined providers, relay documentation
* Using Center’s various IT systems, schedules, re-schedules and registers patients for procedures
* Run day-end reports from Meditech for unresolved items

## Qualifications for scheduler

* Ability to independently review and analyze monthly schedule updates and complete reporting requirements
* Candidate must have Call Center experience or the equivalent in working in a high call volume environment
* Work experience in a Radiology services (MRI, CTs, Mammography’s) is preferred
* Work experience in a hospital environment preferred
* Candidate must be able to talk and type simultaneously
* Candidate will be required to be part of a virtual call center that will facilitate working from home as warranted