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# Example of Scheduling Specialist Job Description

Our growing company is looking for a scheduling specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for scheduling specialist

* Local office system owner of our scheduling software, ProStaff
* Proactively monitor utilization, availability and leverage of practice personnel
* Empowered to make scheduling related decisions
* Develop relationships with all levels of personnel and become familiar with all clients
* Train new hires on software use
* This is an evolving position and special projects and other responsibilities will be assigned as deemed necessary and or required
* Scheduling.Prepare requisitions, schedules and other documents necessary for the homebound technicians to perform their duties
* Customer Service.Address all phone calls promptly and professionally, accurately record essential information to provide the proper documentation of the customers’ requirements, ensure all client requests are delegated to the correct personnel within the timeframe needed
* Assist Supervisor.Work closely with Homebound Services Supervisor to provide and maintain efficient operations, train designated employees as needed in the duties and responsibilities associated with Homebound Services, responsible for collecting and submitting all Mileage Documentation and Travel Forms to the Homebound Services Supervisor for approval
* Registers patient at time of appointment entry

## Qualifications for scheduling specialist

* Experience with Reveal
* BLS/CPR certification is a plus
* Capture logistics requirements to ensure carrier selection matches
* Monitor document and carrier execution of logistics requirements and take preventive measures
* Minimum 1 year surgery scheduling experience
* Meditech/OR Module experience preferred