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# Example of Surgery Coordinator Job Description

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

## Responsibilities for surgery coordinator

* Integrate existing and new systems and develop methods for review and improvement of the system
* Understand data sources and relational technologies for database design and multi-platform data analysis that meet the informational needs of the institution
* Conduct new referral intake, insurance authorization
* Collect insurance co-pay
* Manage clinic medical records
* Coordinates clinic schedule to determine availability for appointments
* Uses Swedish Medical Center computer systems efficiently and effectively
* Schedules outside clinic appointments, diagnostic tests, non-invasive procedures, and surgical procedures
* Coordinates with other departments involved in patient appointments and care, such as transportation and interpreter services
* Contacts patients regarding appointments or changes in appointments, as needed

## Qualifications for surgery coordinator

* Demonstrated expertise in specialty area
* Good customer service and attention to detail required
* Bachelor's Degree desirable in nursing, respiratory care or perfusion technology from an accredited training program
* MS in nursing or Master's Degree in related field preferred
* Minimum 10 years of professional experience in providing ECMO support and demonstrating a progressive leadership background
* Must possess exceptional critical thinking skills and deal with extreme pressure and stress