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# Example of Surgery Scheduler Job Description

Our company is looking to fill the role of surgery scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for surgery scheduler

* Input GI physicians scheduled patients into Groupcast HST
* Extend courtesy and politeness to all customers
* Coordinate and ensure necessary equipment is ordered, room availability/scheduled, pre-surgery medication, is arranged prior to scheduled procedure
* Receive and screen calls relating to problems that may arise due to date changes and any reasons for cancellation
* Perform other duties as assigned by the practice manager or physician
* Scheduling could include but limited to
* Coordinate schedules of multiple doctors
* Responsible for collaborating all preoperative studies such as labs, diagnostic studies, physician consults, for upcoming surgeries and procedures
* Coordinate post-operative follow-up needs within the office
* Maintain the daily, weekly, and monthly surgery schedule within the office

## Qualifications for surgery scheduler

* Knowledge of cost implications and tracking of data related to surgical requests
* Proficient user of computer systems with working knowledge of surgery scheduling computer applications
* Coordinates surgical and pre-admissions testing case schedule for the perioperative surgery department
* Cross check all information to avoid conflicts in the schedule
* Makes sound judgment when scheduling complex, highly technical and/or exploratory procedures that may require extra time, staff, equipment or be a potential for medical complications and create delays in the schedule if not properly scheduled
* Manages the issues encountered when daily operational changes take place (add-ons, delays, emergencies)