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# Example of Surgery Scheduler Job Description

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

## Responsibilities for surgery scheduler

* Think independently and make relatively complex decisions in a fast-paced environment
* Enter patient charges and post case data into EPIC
* Serves as the liaison and first contact of communication for the operating room
* Display professional interpersonal skills and presence when communicating with physicians, staff and the public
* Management of patient charging and scheduling for perioperative services
* Supports patient care by coordinating equipment, supply and personnel to procedures and eliminates conflicts
* Establishes and maintains a clean, organized and professional environment
* Processes and distributes incoming and outgoing departmental correspondence, including mail and faxes
* Greets visitors and screens and processes incoming calls and messages for the department
* Referral retrieval

## Qualifications for surgery scheduler

* Needs minimal sustained direction in assessing needs, carrying out departmental and professional responsibilities
* Has limited access to the medical record for the purpose of verifying orders in the charts or prescription and to sign off after exam completion
* Strongly preferred order entry certification ( ABROE) or Medical Assistant
* Previous experience working in scheduling in a physician's office is preferred.​
* Must demonstrate and promote a strong commitment towards achieving customer satisfaction
* Minimum 1 year experience with coding ICD9, CPT, and HCPCS