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# Example of Surgical Job Description

Our growing company is looking for a surgical. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for surgical

* Maintains aseptic technique in setting up instrument table
* Analyzes automated scheduling grid to determine availability of requested date and time, differentiating between block and non-block designations for each scheduling area, service or physician
* Maintains on a daily basis the correct quota of cases needing ICU beds scheduled in COR
* Runs Implant verification report to insure implants ordered and received for scheduled cases
* Collaborates with PCC to resolve time conflicts, contacting Surgeon's offices requesting time changes or adjustments in case schedules that will provide a positive outcome for both the patient and surgeon
* Works with Physician's office staff, PCC and anesthesia in addressing and scheduling special requests for specific dates and times or requests to start earlier or later than originally scheduled
* Utilizes knowledge of Surgical Diagnoses and collaborates with PCC and Anesthesia to process scheduling of urgent case requests
* Utilizes competently SurgiNet software in capturing patient information and completing designated fields for accurate transmission and use by Admitting, Bed Control and PEP Departments for positive outcomes in patient care
* Utilizes the Surginet Scheduling Systems, Inquiry Functions, in a competent manner to guarantee accurate and timely scheduling
* Collaborates with the PEP Staff in updating patient data in SurgiNet system

## Qualifications for surgical

* Surgical Technologist license
* Must complete Basic Life Support and Surgical or Scrub Technician certification within 6 months from date of hire
* Requires at least 2 years of surgical scheduling experience
* Must possess exceptional communication, telephone manner, and interpersonal skills
* Successful organizational and management skills in a medical office setting
* Ability to handle multiple tasks in a busy outpatient facility