



Example of Medical Scheduler Job Description

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Our growing company is searching for experienced candidates for the position of medical scheduler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for medical scheduler

- Requests interpreters
- Calls patients/families on the reschedule list
- Reschedules patients when a providers schedule changes
- Answers all incoming calls by the third ring 90% of the time if available
- Checks voice mail messages every four hours and returns calls within one business day
- In a short period of time assess the callers concerns and assist or direct to appropriate resource
- Create and/or update patients record by verifying demographic and insurance information
- Ensure specific registration fields are accurately inputted into registration system, including but not limited to visit notes, referral, authorizations numbers, eligibility review, proper FSC entries for research and standard of care visits
- Provide any and all other duties necessary to provide efficient, timely services to patients and their families as it relates to the registration and insurance process
- Scan and attach documents to ensure the Medical Record is complete and accurate

Qualifications for medical scheduler

- Requires a minimum of five years of practical experience in project scheduling

support planning, medical supply contracting, and/or medical materiel management operations

- Analytical and technical skills preferred
- College degree preferred, but not required
- Minimum one year of experience in an appointment scheduling position in a medical practice setting
- Three to five years of related health care registration preferred
- Knowledge of EPIC scheduling preferred