



Example of Patient Scheduler Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of patient scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for patient scheduler

- Family processes, scripts and communications including pagers where applicable
- Patient tracking processes, scripts and communication
- Staff, patient, family and manager special needs communications
- Monitor med surg desk area activities and initiates appropriate actions
- Utilize critical thinking for safe and effective problem resolution and uses appropriate chain of command
- Assists as needed in other areas of patient Registration and Credit
- Miscellaneous department operations
- Maintain visit code database for each provider as to length of each type of visit, who will see which types of visits, and which types are restricted to specific times
- Work collaboratively with physicians and staff members to schedule surgeries in Epic-Op Time
- Coordinate pre and post-surgical appointments with the patient and any ancillary areas as needed

Qualifications for patient scheduler

- Typing, computer and excellent customer service skills
- Maintains appropriate log sheets, maintains records and generates reports needed for efficient operation of Unit

- Maintains office supplies and equipment necessary for efficient functioning of the Unit
- Clearly communicates work-related problems/issues to supervisor
- Maintains the confidentiality of all clients