



Example of Scheduling Supervisor Job Description

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Our innovative and growing company is hiring for a scheduling supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for scheduling supervisor

- Scheduling works in conjunction with various departments, including surgery, sterile processing, pre-operative, recovery, admitting, and radiology
- The Supervisor will also work to build relationships with physician, office staff, employees, directors/managers and anyone else interacting with the department
- In some instances, the Supervisor will also support the Manager/Director using Kronos and PLUS applications
- Ultimately, the Supervisor will demonstrate good judgment, discretion, diplomacy and a working knowledge of Hospital and Medical Staff Bylaws, Rules and Regulations, and Policies and Procedures
- Trains off-site schedulers on process to submit a schedule request
- Communicates the surgery schedule and changes to all stake holders
- Ensures team success in meeting and exceeding stated monthly campus collection goals to protect financial standing of Florida Hospital Waterman, by holding staff accountable for individual goals set by management and department
- Consistently ensures team members understand the importance of clear and thorough financial and insurance assessments, accurate demographic information in order to maintain a close working relationship with clinical partners and provide patients with excellent service
- Assesses the work performance of assigned employees, along with being able to interact in a professional manner with patients in collection procedures, billing problems, and protecting the hospital's financial standing
- Provides team members with tools and training needed to assist in meeting

Qualifications for scheduling supervisor

- Focus on Service - Experience selling to business customers
- Engage & Inspire -Team player
- Demonstrate a commitment to the quality improvement process and the philosophy of continuous improvement
- Functional scheduler supervisory responsibilities
- Amalgamate scheduling processes and ensure compliance by developing a documented standard and training process
- Minimum (2) years college degree (Business, Healthcare or Health Services, Administration, Health Information Management, or Marketing), with two (2) or more years in Patient Access/Patient Financial Services department or related area as defined above