



Example of Surgery Scheduler Job Description

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Our innovative and growing company is looking for a surgery scheduler. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for surgery scheduler

- Processing of medical records requests
- Requires little prompting
- Provides support as required for practice front end operations including answering telephones, triaging and routing of calls, taking of proper messages, checking in/out patients as needed, collecting patient co-payments, preparing bank deposits, making appointments, assist with rescheduling appointments from the cancel list and providing stellar customer service to patients
- Ortho and Spine specialty
- Responsible for answering calls from doctors and working through e-fax
- Responsible for taking cases from providers' schedulers to coordinate OR rooms/booking surgery
- Responsible for initiating authorization for MRIs and CTs
- Responsible for scheduling all surgeries, confirming procedures with preauthorization and admissions, and organizing, preparing and distributing surgery schedule for the following day
- Responsible for communication of surgery schedule
- Performs needed clerical tasks, including copying, filing, ordering/stocking supplies, schedules and other departmental clerical functions

Qualifications for surgery scheduler

- Minimum 1 year third party billing and referrals experience
- One year comparable experience in an outpatient care setting

- Long periods of sitting, typing and viewing C.R.T.s for computer entry process
- Experience with surgical procedure scheduling in an ambulatory or acute surgical setting preferred