

Medical Scheduler Job Description

- Responsible for entering instructions needed for scheduling in the electronic medical record
- Take or respond to telephone calls promptly to establish or confirm appointments
- Responsible for the scheduling of patient appointments for consultations, evaluations, and treatments; follow-up or re-evaluation
- Responsible for collecting existing and new patient insurance information for insurance verification purpose
- Provide support in maintaining and updating patient medical records
- Responsible for entering data into various electronic systems, as well as maintaining the integrity and accuracy of the data
- Utilize appropriate schedule codes in scheduling office and hospital based medical procedures, for patients with appropriate provider and time/location slot
- Program patients for diagnostic and imaging tests to be completed
- Confirm that patients have proper medical clearance
- Carry out pre-procedure phone calls and confirm appointment times with patients via telephone
- Responsible for reviewing discharge instructions with patients
- Ensure suitable follow-up appointments are scheduled after a procedure is scheduled
- Provide support to other members of the department as needed.