

Surgery Scheduler Job Description

Duties and Responsibilities:

- Respond to calls, emails, complaints, and queries that patients might have
- Provide information and updates in regards to patients' surgery schedules
- Assist patients with guidance on filing all necessary forms
- Assist patients with information necessary to pay all medical charges
- Set post-surgical appointments with doctors and perform all necessary tests
- Inform patients and any relevant third party through instructions about "things to do" before and after surgeries
- Receive all needed medical records and history from patients
- Take reservations for surgeries and schedule a date based on the availability of the surgeon and the medical condition of patients
- Order patients' test results and assess information from the report to determine if a patient is ready for surgery
- Create a daily surgery schedule and surgical log for all departments concerned
- Assure appropriate coordination with other hospital departments when special surgical needs occur
- File, collect, and organize pre and post operational data for reference
- Sort and distribute incoming and outgoing mail to all necessary parties
- Order office supplies and log information on any issue that is urgent.

Surgery Scheduler Requirements – Skills, Knowledge, and Abilities

- Work experience in the health care sector that exposes the candidate to medical terminologies, diagnostic procedures, and health care billing and authorization
- Strong communication and customer service skills
- Ability to learn quickly and work under pressure in a fast-paced environment

- Proficiency in word processing and spreadsheet applications
- Minimum typing speed of 50 words per minute
- Attention to details
- Excellent organizational and time management skills
- Good working ethics and ability to treat documents with confidentiality
- Ability to work effectively as part of a team and also take initiatives when the need arises.