



**JOB TITLE:** Surgery Scheduler

**GENERAL SUMMARY OF DUTIES:** Surgical Scheduler schedule patients for surgery, tests, referrals, medical and cardiac clearance, pre-op tests and review meds and health history as needed.

**FULL TIME: NON-EXEMPT**

**ESSENTIAL FUNCTIONS:**

1. Scheduling patients for surgery, completing facility paperwork
2. Scheduling patients for diagnostic tests ie bone scan, MRI, CT, EMG/NCS, ESI
3. Reviewing patient's meds and health history to determine pre-admission testing
4. Scheduling appropriate medical and cardiac clearances.
5. Scheduling patient for follow-up appointments and tests.
6. Other duties as assigned – i.e. – restocking

**EDUCATION:** Requires a high school diploma

**EXPERIENCE:**

Prefer one year of prior surgery scheduling experience and in a health care facility setting.

**REQUIREMENTS:**

Must be able to multi task and handle obstacles with outstanding customer service skills required.

**KNOWLEDGE:**

- Knowledge of Practice Management and Word Processing Software
- Computer background/knowledge preferred.
- Knowledge of surgical procedures desirable.
- Knowledge of medical terminology helpful.

**SKILLS:**

- Skill in operating a computer
- Excellent communication skills
- Accuracy and attention to detail
- Must possess tact and diplomacy

- Demonstrates flexibility by adapting to new and changing situations and duties in order to meet patient needs effectively.
- Time management skills

**ABILITIES:**

- Works independently
- Ability to exercise judgment and make decisions
- Ability to apply written instructions and standardized work practices.
- Ability to prioritize
- Ability to handle multiple tasks in a busy environment and see them through to completion.
- Sound judgment and problem solving ability
- Ability to drive from one location to another
- Must be reliable
- Ability to document accurately and concisely
- Ability to perform while under stress
- Must possess sufficient dexterity to perform the essential responsibilities
- Must be able to communicate in the English language fluently

**ENVIRONMENTAL/WORKING CONDITIONS:** Work is performed in an office environment. Involves frequent contact with the public. Work may be stressful at times. Contact may involve dealing with angry or upset people.

**PHYSICAL/MENTAL DEMANDS:** Work requires hand dexterity for office machine operation, stooping and bending to files and supplies, mobility to complete errands, or sitting for extended period of time. Must possess visual and auditory acuity in order to communicate with co-workers, patients and other customer groups. Must be able to lift up to 25 lbs.