



Premier Surgical Associates, PLLC

Job Description

Surgery Scheduler

Reports to: Director of Surgical Services

Position Summary: Responsible for coordinating physicians' workflow including surgery scheduling, appointment scheduling, procedure, and all testing scheduling; maintains patient information. Performs other medical front office functions as needed.

Qualifications: High School Diploma or GED. Medical terminology or coding desired.

Skills: Skill of intermediate-level competence in windows-based computer software system.

Skill in planning, organizing, and adhering to timelines.

Skill in applying universal precautions.

Skill in interpersonal relationships with patients, their families, physicians, and co-workers.

Knowledge:

- Analytical ability to comprehend relationship of various tasks and data in Electronic Health Records and Practice Management System.
- Ability to ensure quality in patient care.
- Ability to work effectively as a team member with staff.
- Ability to perform detailed tasks in busy environment.

Responsibilities:

- Coordinates and schedules surgeries, follow-up appointments as designated by physicians.
- Interacts with patients, physicians, and other staff both within the clinic and at outside facilities providing accurate, timely and responsive information.
- Coordinates, processes, and routes all paperwork as required to meet physician and facility requirements.
- Ensures efficient telephone communication.
- Documents work processes as required.
- Follows all written protocols and procedures

Job Description -

- Demonstrates courtesy and helpfulness toward patients and their families.
- Must be able to recognize and respond appropriately to urgent/ emergent situations per protocols.
- Establish and maintain effective working relationships with physicians, staff, and management.
- Schedules surgeries based on physician volume maintaining appropriate standard turn-around times. Remains knowledgeable of physicians' schedules at all times to ensure surgeries and procedures are scheduled in conjunction with their schedules.
- Identifies scheduling barriers and implements solutions to improve scheduling results based on predetermined goals.
- Follow established REI and surgery center / hospital precautions and procedures in the performance of all job duties to ensure a safe work environment. Adhere to policies regarding safety, confidentiality and HIPAA guidelines.
- Verify insurance benefits of patients and obtains referral authorizations as required

This description is intended to provide only basic guidelines for meeting job requirements responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment.

Physical Requirements for Position:

Hearing: Adequate to perform the essential functions of the job. ability to hear soft voices.

Speaking: Adequate to perform the essential functions of the job, such as: clearly communicating instructions.

Vision: Visual acuity within normal limits.

Lifting up to: 5 lbs. 20 lbs. 40 lbs. 60 lbs. Over 60 lbs.

Pushing up to: 25 lbs. 50 lbs. 150 lbs. 250 lbs.

Manual Dexterity: Low Medium High

Average % of time during regular shift devoted to:

Standing: 0-20 21-40 41-60 61-80 81-100

Walking: 0-20 21-40 41-60 61-80 81-100

Squatting: 0-20 21-40 41-60 61-80 81-100

Sitting: 0-20 21-40 41-60 61-80 81-100

Indicate % of time employee must perform each activity:

Repetitive Motion (Depending on hand dominance):

Right Hand: 0-20 21-40 41-60 61-80 81-100

Left Hand: 0-20 21-40 41-60 61-80 81-100

Right Foot: 0-20 21-40 41-60 61-80 81-100

Left Foot: 0-20 21-40 41-60 61-80 81-100

Job Description -

Not Applicable:

Bending:

to waist: 0-20 21-40 41-60 61-80 81-100

to floor: 0-20 21-40 41-60 61-80 81-100

Not Applicable:

Reaching:

to waist: 0-20 21-40 41-60 61-80 81-100

to floor: 0-20 21-40 41-60 61-80 81-100

Not Applicable: