

## **Medical Scheduler Job description**

### **The Position:**

- Receives incoming telephone calls to schedule new patient appointments, in-office procedures and follow-ups.
- Obtains and records current personal, insurance and other information for each patient and scans information into patient charts.
- Assists patients in scheduling diagnostic testing appointments.
- Works closely with authorizations department to ensure proper documentation for appointments.
- Operates office machines such as scanner, faxes, copiers and computers.
- Prepares and mails all documents pertaining to patients upcoming appointment.
- Ability to multi-task / operate multiple systems at the same time.
- Ability to read, interpret and follow process articles, policy and procedure manuals, and other related documents
- Performs related duties and responsibilities as assigned by the Scheduling Manager.

### **Minimum Qualifications**

- Experience managing multi-line telephone system
- Previous Medical Scheduling Experience
- Demonstrated high-level of attention to detail
- Experience with Medical Terminology
- Demonstrated ability to learn quickly
- Adaptable to change

Urology Nevada supports and encourages workplace diversity. Qualified women, minorities, and individuals with disabilities are encouraged to apply. Urology Nevada maintains a drug-free workplace.

Job Type: Full-time Monday– Friday

Pay: \$16.00 - \$20.00 per hour

## Benefits

- Paid Time Off
- Employee Assistance Program
- Health Insurance
- 401k
- Pension Plan
- Life insurance

## Schedule:

- 8-hour shift

Work Location: In person