

MEDICAL SCHEDULER

JOB SUMMARY

We are seeking a detail-oriented and organized Medical Scheduler to join our thriving single specialty medical practice. The Scheduler will be responsible for efficiently scheduling appointments, handling patient calls and completing other clerical tasks as assigned. The Scheduler will also field multiple calls daily from patients and staff in a timely manner for any number of questions; including but not limited to, prep, billing, arrival times, etc. This is a position where customer service, patient care and scheduling patients are the key priorities.

DUTIES

- Responsible for answering phone calls, scheduling patient appointments, and responding to general inquiries made by patients, vendors, insurance companies and other medical facilities.
- Coordinate with healthcare providers and staff to ensure availability for appointments.
- Communicate with patients to confirm appointments, re-schedule appointments as required, and provide necessary instructions.
- Maintain accurate patient records and update information as needed.
- Follow HIPAA guidelines to ensure patient confidentiality.

EXPERIENCE/REQUIREMENTS

- Minimum education: high school diploma or equivalent.
- The ideal candidate will have 1-2 years of experience in medical administrative support or medical office setting.
- Familiar with various scheduling systems, such as Epic MyChart and Klara.
- Excellent communication and interpersonal skills.
- Proficient in using MS Office.
- Familiarity with HIPAA regulations and guidelines.
- Strong organizational skills with attention to detail.
- Ability to multitask and prioritize tasks effectively.

Join our team as a Medical Scheduler and contribute to providing exceptional patient care in a fast-paced medical office environment. Apply today by sending your cover letter and resume directly to HR@suburbangi.com