



AVA DAVIS

Medical Scheduler

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PROFESSIONAL SUMMARY

With seven years of dedicated experience as a Medical Scheduler, I excel in coordinating patient appointments and optimizing scheduling processes across multiple departments. My focus on clear communication and adherence to compliance standards enhances patient care and operational efficiency. I am eager to leverage my expertise in a progressive healthcare environment.

WORK EXPERIENCE

Junior Medical Scheduler Jan / 2020-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Collaborated with specialist offices and hospitals to efficiently manage patient appointments.
- 2. Reviewed and processed MRI and other medical orders, verifying insurance information for accuracy.
- 3. Communicated with referring offices to obtain necessary order corrections promptly.
- 4. Provided exceptional telephone support, answering patient inquiries about test preparations and appointment details.
- 5. Coordinated procedure scheduling, aligning provider and patient availability effectively.
- 6. Managed scheduling for over 10 clinical departments, adapting to diverse appointment types.
- 7. Maintained meticulous records to ensure compliance with healthcare regulations.

Medical Scheduler Jan / 2018-Jan / 2020
Crescent Moon Design Portland, OR

- 1. Strictly adhered to HIPAA regulations and confidentiality protocols in all scheduling activities.
- 2. Enhanced departmental efficiency by implementing streamlined scheduling policies.
- 3. Fostered strong interdepartmental communication, contributing to improved team morale and reduced turnover.
- 4. Provided assistance to radiologists as needed, ensuring smooth operational flow.
- 5. Verified patient insurance and authorization for upcoming procedures, ensuring compliance.

EDUCATION

Associate of Science in Health Science Jan / 2016 - Jan / 2018
Springfield Community College Portland, OR

Focused on healthcare administration and patient care management.

SKILLS

Excellent Communication Skills

Patient Appointment Management

Attention to Detail

Problem Solving

Team Collaboration

INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

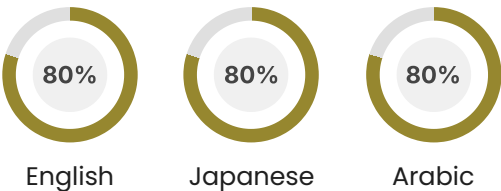
Fairness

Flexibility

Forward-thinking

Gratitude

LANGUAGES



ACHIEVEMENTS

- ★ Streamlined scheduling processes, reducing appointment wait times by 20%.
- ★ Achieved a 95% patient satisfaction rating through effective communication and scheduling.