Operating Room Scheduler

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Objective

Innovative, customer-oriented Operating Room Scheduler with background in managed, ambulatory and long-term care. Strong background in quality assurance, claims analysis and management principles and practices. Seeking a leadership role within an integrated delivery system.

Skills

Able to obtain vital signs and notice a change in a pt's status, Experience in building insurance referrals.

Work Experience

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ABC Corporation - November 2001 – August 2005

- Coordinated scheduling surgeries according to surgeons block time.
- Insurance verification and getting authorizations.
- Handled surgeons credentials.
- Initial application and Re applications along with CDS, DEA, INS and LIC.
- Coordinated policy and procedures.
- Performed all administrative duties, special projects, staffing and compliance.
- Complied annual reports for end of fiscal year budgets.

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Delta Corporation - 2000 – 2001

- Ensure that all patients have a safe and pleasant time in our operating rooms.
- Maintain an excellent customer service reputation and reputation of our company through excellent patient care.
- Scheduler ensures that all patient needs are met by the hospital system, including performing surgical procedures, performing general surgery and providing support services such as anesthesia, X-ray, lab work, etc.
- Answer multi-line phone system Scheduling emergency surgical procedures Paged surgeons and surgical staff for emergencies Managed communications .
- Greet Patients; Updating demographic information for patients Schedule the cases for surgery Communicate with patients for their preoperative .
- Member of the LEAN improvement team.
- MS Excel spreadsheets prepared weekly and monthly for review of block utilization Data Entry of patient demographics for upcoming surgical procedures .

Education

MS

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