



ISABELLA CLARK

Surgery Scheduler Coordinator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Seasoned Surgery Scheduler Coordinator with over 7 years of expertise in orchestrating surgical procedures and enhancing patient care. Skilled in optimizing surgical schedules, managing pre-operative protocols, and ensuring seamless communication among healthcare teams. Committed to leveraging organizational abilities to improve operational efficiency and patient satisfaction in a dynamic healthcare environment.

WORK EXPERIENCE

Surgery Scheduler Coordinator

Seaside Innovations

📅 Mar / 2021-Ongoing

📍 Santa Monica, CA

1. Coordinated surgical schedules for multiple physicians across three facilities, ensuring optimal resource allocation.
2. Managed patient appointments, addressing inquiries and providing essential information to enhance the patient experience.
3. Registered patients by checking them in, collecting co-payments, and ensuring completion of required documentation.
4. Maintained compliance with HIPAA regulations to safeguard patient privacy and confidentiality.
5. Collaborated with supervisors to develop and refine scheduling protocols, while training new employees on best practices.
6. Processed FMLA paperwork for patients undergoing surgery, ensuring compliance with legal requirements.
7. Utilized scheduling software to track and manage appointments, ensuring efficient operations and patient flow.

Surgery Scheduler

Summit Peak Industries

📅 Mar / 2018-Mar / 2021

📍 Denver, CO

1. Directed the scheduling of surgeries in collaboration with local hospitals to optimize patient and physician time management.
2. Coordinated outpatient surgeries and diagnostic tests for ENT specialists, ensuring timely patient care.
3. Reviewed patient health and medication histories to determine necessary pre-admission testing, communicating effectively with patients and families.
4. Secured medical records and pre-operative test results to facilitate timely surgical clearances.

EDUCATION

Associate of Applied Science in Health Administration

City College

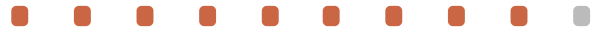
📅 Mar / 2015 - Mar / 2018

📍 Toronto, ON

Focused on healthcare management and patient care coordination.

SKILLS

Microsoft Word



Microsoft Powerpoint



Scheduling Software



Clinical Terminology



Data Entry Skills



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Spanish



German

ACHIEVEMENTS

- ★ Streamlined scheduling processes, reducing patient wait times by 20%.
- ★ Successfully coordinated over 1,000 surgical procedures annually, maintaining a 98% patient satisfaction rate.