



HARPER LEWIS

Surgery Scheduler

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

🌐 www.qwikresume.com

SKILLS

Surgical Scheduling Software



Problem Solving



Attention To Detail



Patient Relations



Multi-tasking Ability



Team Collaboration



INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

STRENGTHS

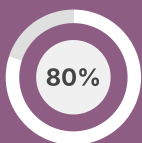
⌚ Patience

🏔 Perseverance

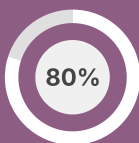
📅 Planning

⚙ Positivity

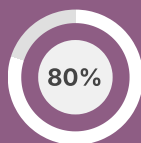
LANGUAGES



English



Arabic



Polish

ACHIEVEMENTS

★ Reduced scheduling conflicts by 30% through improved calendar management.

★ Achieved a 95% patient satisfaction rating by enhancing communication and follow-up procedures.

PROFESSIONAL SUMMARY

Results-oriented Surgery Scheduler with 2 years of experience in managing surgical appointments and enhancing patient interactions. Skilled in coordinating pre-operative tasks, ensuring compliance with medical protocols, and fostering effective communication among healthcare professionals. Driven to streamline scheduling processes and improve patient satisfaction in a collaborative healthcare setting.

WORK EXPERIENCE

Surgery Scheduler

📅 Mar / 2024–Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Scheduled all surgical procedures for a multi-physician practice across three hospitals.
2. Ensured patients completed necessary pre-operative appointments with primary care and specialists.
3. Managed timely completion of orders, insurance verification, and medical histories prior to surgery.
4. Conducted Bone Density testing for prostate cancer patients undergoing hormonal treatment.
5. Performed PSA testing and communicated results to physicians promptly.
6. Interviewed patients to gather relevant medical histories and preferences.
7. Assisted with in-office procedures, including cystoscopy and prostate biopsy.

SURGERY SCHEDULER

📅 Mar / 2023–Mar / 2024

Crescent Moon Design

📍 Portland, OR

1. Coordinated surgical schedules for four providers, supporting the President of the Medical Staff.
2. Assumed a leadership role during interim management situations to enhance practice operations.
3. Developed and organized documentation to meet medical and facility requirements.
4. Provided courteous assistance to patients and families throughout the scheduling process.
5. Established strong working relationships with healthcare professionals and administrative staff.
6. Maintained composure and efficiency in high-pressure situations.

EDUCATION

Associate of Applied Science in Medical Office Administration

📅 Mar / 2022 – Mar / 2023

Springfield Community College

📍 Denver, CO

Focused on medical office procedures, patient scheduling, and healthcare administration.