

Surgical Scheduler

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking to obtain a position within a growing organization that offers a challenge and career advancement opportunities.

Skills

McKesson, Epic, Microsoft Office.

Work Experience

Surgical Scheduler

ABC Corporation - April 2012 - May 2012

- Completed 160 hours of performing clinical and administrative tasks under the direct supervision of a physician.
- Prepared patients for physical exams and assisted physicians with exams and minor office surgery.
- Took patients temperatures, monitoring blood sugar, recorded pulse, and respiration levels.
- Performed Capillary punctures, Venipuncture, and urinalysis.
- Coordinates with physicians, residents, doctors offices, anesthesia and patients to schedule invasive procedures.
- Ensures the availability of equipment, instruments, staff, and other items necessary to perform surgical procedures.
- Evaluates documentation to ensure appropriate, accurate and complete information is maintained Informs management, staff, doctors office of issues and concerns.

Surgical Scheduler

ABC Corporation - 2008 - 2012

- Responsible for assuring, that surgical cases are scheduled in an accurate manner using manual and automated systems.
- Maintaining accurate records associated with the scheduling, and the processing of patient documentation.
- Utilization of automated systems to support daily scheduling functions of the operating rooms.
- Kresge Eye Institute, Detroit, Michigan 08/02 to2/06 Surgical Scheduler/Insurance Verification Responsibilities include Verifying insurance coverage for surgical procedures, pre-certifying and obtaining referrals from managed care organizations.
- Providing clinical data and documentation for authorizations of procedures.
- Schedule surgical cases and complete charts for patients pending surgery.
- Maintaining consents for surgery and admission.

Education

Certificate in training for Medical Assistant - (Fortis Institute - Wayne, NJ)