

ROBERT SMITH

Surgical Scheduler II

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Seeking for a position that will utilize the knowledge, and experience in the medical field. Detail-orientated troubleshooter who gets to the root of the problem quickly. Highly motivated team player with leadership capabilities.

EXPERIENCE

Surgical Scheduler II

Delaware Valley Urology, LLC - NOVEMBER 2013 - AUGUST 2019

- Communicate with the hospital(s) regarding physician schedule, requirements, and patient information.
- Maintain all documents for hospital surgeries and in-office anesthesia procedures.
- Communicate with the anesthesia company regarding schedule and physician needs.
- Ensure that all instructions are clear and reviewed with the patients.
- Schedule pre-operative, post-operative appointments, pre-admission testing, and necessary medical clearance visits.
- Checking in and outpatients Scheduling, rescheduling and canceling surgeries for multiple doctors.
- Contributes to the updating and creation of policies, procedures, and guidelines for the team.

SURGICAL SCHEDULER

ABC Corporation - 2011 - 2013

- Responsible for reviewing and entering all scheduled surgical cases into the system.
- Work closely with all medical staff to ensure the necessary scheduling needs.
- Maintain open communication with physician offices and nurses on a daily basis.
- Perform electronic verification of insurance coverage.
- Provide daily/weekly reports for anesthesiologists, physicians, and assistants.
- Maintain knowledge of health insurance, procedure billing, and contractual coverage.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Associates in Education - 2008(Gloucester County College - Sewell, NJ)



SKILLS

Microsoft Office, Quickbooks, Billing, Interpersonal Skills.