

Robert Smith

Surgical Scheduler-Part Time

PERSONAL STATEMENT

An experienced Surgical Scheduler with more than 4 years of experience in specialty surgical practices. Proven loyalty and dedicated to providing the highest quality of patient care. Seeking to obtain a position that utilizes current skills while challenging to learn new ones.

WORK EXPERIENCE

Surgical Scheduler-Part Time

ABC Corporation - January 2015 - February 2016

Responsibilities:

- Scheduling surgeries, verifying insurances, obtaining authorizations and referrals, calculating and collecting copayments and deductibles.
- Responsible for clinical duties such as escorting patients, obtaining vitals, medication reconciliation, medical and surgical history.
- Prepared rooms and assisted the surgeon in exams and office procedures.
- Responsible for ordering and maintaining supplies.
- Completed and reviewed the file for billing submission.
- Scheduled OB/GYN surgeries as well as primary physician appointments for pre & post-operative patients.
- Reviewed all pre-operative instructions with patients.

Surgical Scheduler

ABC Corporation - 2012 - 2015

Responsibilities:

- Scheduled elective and emergency surgeries for three very busy orthopedic surgeons practice in Catonsville and Columbia.
- Duties included contacting patients, scheduling their surgeries, calling insurance companies for authorizations.
- Making sure the correct equipment was ordered for each particular surgery.
- Creating posting sheets for the correct hospital.
- Making sure we had a signed consent form from the patient, correct insurance information.
- Working with the other schedulers in their absence if needed with the remaining physicians on staff.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Surgery OSHA, HIPAA
Certified.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)