

Robert Smith

Lead Surgical Scheduler

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SUMMARY

Seeking a clerical position offering advancement opportunities while using planning, organizational, and follow-through skills.

SKILLS

MS Office, Medical Billing, Data Management.

WORK EXPERIENCE

Lead Surgical Scheduler

ABC Corporation - 2004 - 2010

- Coordinate and schedule surgeries, follow-up appointments as designated by physicians.
- Perform administrative duties involving highly confidential and sensitive information, including phone, and emails.
- Process and route all paperwork as required to meet physician and facility requirements.
- Performed administrative support duties, filing, directing phone and in-person requests for information, mail processing, and departmental meetings.
- Schedule mutually acceptable appointment times for patients and physicians using a computerized scheduling system.
- Assist in administering various human resources programs.
- Maintenance of database for current and new employees.

Surgical Scheduler

ABC Corporation - 2001 - 2004

- Opened office daily to greet and register patients for outpatient surgical procedure.
- Scheduled patients for multi-physician surgeries, while maintaining organization of schedules and medical charts.
- Answered and address incoming phone calls in a timely manner.
- Obtained patient consent, and explained all forms requiring a signature.
- Attained and entered accurate patients demographics and insurance information.
- Collected co-pays as applicable following all cash control procedures.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

GED