

Surgical Scheduling Coordinator

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

Surgical Scheduling Coordinator is Identifying patient needs (e.g., date of surgery, duration of surgery, etc.) and coordinates scheduling of those cases with assigned department(s) and hospital(s), Communicating with other departments to ensure that patients have a timely surgery date, Monitoring patient flow to ensure adequate staffing levels are maintained throughout the day, Coordinating with other departments to ensure that all necessary equipment is available for each department.

Skills

MSM Scheduling Module, Meditech, Switchboard, Wordperfect, Excel, Kronos, Shift Wizard, Clinix, MBS.

Work Experience

Surgical Scheduling Coordinator

ABC Corporation - November 1997 - August 2016

- Responsible for scheduling all surgical related procedures and pre testing through the use of the MSM computer system.
- Responsible for building and maintaining the MSM scheduling module system.
- Worked with information system staff on major updates to scheduling module.
- Acted as a focus of communication for surgery- receive, greet and direct visitors and hospital personal.
- Contacted outside company representatives to ensure proper equipment is brought in for cases.
- Maintained all necessary records related to surgical procedures.
- Entered charges on all surgical cases through the Meditech computer system.

Surgical Scheduling Coordinator

Delta Corporation - 1995 - 1997

- Phone calls, Schedule appointments, Check in and Out, Organize, File insurance, Surgery Schedule appointment/ Verify Insurance/ File Paperwork .
- Also spend the days during other jobs to phone calls to even filing paper work Skills Used organize, icd9/10, communication, reading, writing, order, .
- Responsible for obtaining authorizations and/or referrals for medical services, verified insurance benefits and patient eligibility, created .
- Schedule patients for surgery, verify benefits, obtain referrals and precerts, collect deductible payments, assess patient health and order .
- Schedule patients for surgical procedures, coordinate surgeries accordingly with doctors schedules, add surgeries onto doctors outlook calendars, .
- Patient interaction and registration Coordination of an eight room operating room schedule Scheduling surgical cases for over fifty doctors.
- Scheduled Surgeries for Hospital Physicians, and entered the Patient Charges, Answered Phones.

Education

MS