



**JOB TITLE:** Surgery Scheduling Specialist

**REPORTS TO:** Director of Operations, Clinical Operations Director

**SUPPORTS:** Executive Clinical Admin, Executive Coordinator, Executive Admin Assist.

**JOB TYPE:** Full-time, Salary, exempt

**OVERVIEW:** The Surgery Scheduler Specialist coordinates with patients, physicians and operating facilities to schedule surgeries with minimal guidance. Facilitates efficient workflow, supports appropriate use of technology, and fosters effective communication.

**RESPONSIBILITIES:**

*The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time with reasonable accommodation.*

- Coordinates surgery schedule with patient, physician and operating room, in support of surgery scheduling function.
- Verifies patient eligibility and coverage for procedure, obtain precertification’s, and discuss potential financial obligations with patient.
- Obtains precertification or proper insurance approval prior to surgical procedures.
- Notifies and forwards paperwork for insurance certification to billing office and obtains additional paperwork if needed, for compliance.
- Monitors surgery schedule and ensures optimization of resources and workflow.
- The responsibilities listed are a general overview of the position and additional duties may be assigned.
- Anticipates problems, critical issues and/or opportunities and acts accordingly.
- Performs other duties as required.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.

**MINIMUM POSITION REQUIREMENTS:**

**Education & experience:** Minimum education requirement is a GED or high school diploma. Minimum of three years-experience in an surgery scheduling role is required. Professional leadership experience, and supervisory skills experience is a plus. Strong understanding of clinic and business operations, including medical billing and authorizations.

**Special Skills/Equipment:** Bilingual English/Spanish is a plus. Must provide proof of current driver's license and auto insurance.

**Expectations:** Attendance and punctuality is necessary. Ability to work well with a multidisciplinary team. Ability to problem solve and be self-motivated. Must have a commitment to excellence and high standards. Must have excellent written and oral skills, strong organizational, problem-solving and analytical skills. Must have ability to multitask, manage priorities and workflow. Required to have versatility, flexibility and a willingness to work within constantly changing priorities with enthusiasm and have acute attention to detail. Able to operate computer software with training. Expected to have strong interpersonal skills and have the ability to understand and follow written/verbal instructions. Able to work independently with little or no supervision. Required to have the ability to deal effectively with a diversity of individuals at all organizational level and with external customers.

**Physical Requirements and Work Environment:** *\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Ability to operate office requirement, including computer and copier equipment. Must be able to sit or stand for long periods of time, with occasional walking. Ability to bend and lift up to 25 pounds. Hearing and vision required.

**SALARY/BENEFITS:**

Compensation depends on experience and is competitive. Competitive benefits package: paid holidays, PTO, medical/dental/vision insurance, AD&D insurance, travel reimbursement, employee assistance program.

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*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. My signature below is to acknowledge that I have received a copy of this job description. I have read and I understand the information contained herein. If I have any questions about the content of this job description, I can contact my Supervisor/Manager or Human Resources.*

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Employee Name (please print)

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Employee Signature

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Date