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|  <p>Oroville Hospital</p> <p>Job Description for Surgery Scheduler</p> | Department: | Surgery |
| | Dept.#: | 7420 |
| | Last Reviewed: | 05/08;08/12 |
| | Last Updated: | |

Reports To

Nurse Manager

Job Summary

The Surgery Scheduler schedules all surgical procedures and assures that all of the appropriate clinical and insurance coding information is collected for the surgery schedule. Scheduler receives requests to schedule procedures from physician offices and schedules the procedure according to established guidelines. Scheduler provides accurate information so that all departments may view daily, and maintains open communication with hospital departments and physician offices regarding schedule changes.

Duties

1. Schedules surgery procedures using ORSOS and/or Microsoft Word
2. Answers the phones in a professional and courteous manner
3. Completes post-op data entry in a timely and accurate manner
4. Completes bi-monthly statistical reports per established timeline and format
5. Posts surgical charges on a daily basis per established guidelines
6. Completes daily surgical schedule and distributes as appropriate
7. Produces and distributes daily surgical log
8. Completes departmental filing
9. Sorts and distributes incoming and outgoing mail
10. Orders office supplies
11. Posts the daily surgery schedule on the staff's assignment board
12. Assures appropriate coordination with other hospital departments when special surgical needs occur
13. Publishes an accurate daily call list and forwards to staffing department

Qualifications

1. High School diploma or equivalent is required

2. Previous scheduling experience in a health care environment is required (e.g., physician office, clinic or hospital)
3. Experience in customer service is very desirable
4. Hospital registration or admitting experience is desirable
5. Knowledge of medical terminology and familiarity with medical diagnostic procedures, and health care billing and authorization is required
6. Must be able to type 40+ wpm
7. Strong computer skills. Familiar with Excel, Word, Windows and AS400
8. Must have excellent organizational skills and be detail oriented
9. Must be highly skilled in verbal communication, problem solving, prioritization and organization
10. Knowledge of HIPAA/Confidentiality

Lifting Requirements

This position requires periods of extensive sitting and phone work. It also requires other repetitive motions (e.g., bending, stooping, twisting, walking, standing, reaching overhead, pushing or pulling). Manual dexterity is required, as is the ability to concentrate on detail in the midst of other activity.