



Employee Name:

Hire Date:

General Information			
Job Title	Surgery Scheduler	Department	Clinical
Location	Arlington	FSLA Status	Fulltime <input checked="" type="checkbox"/> Part time <input type="checkbox"/> PRN <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
Reports to	Office Operations Manager	Supervises	N/A

Job Summary

As a member of our clinical team, the surgery scheduler is responsible for coordinating all the required elements to schedule in office procedures and surgeries at various hospital and ambulatory surgery centers.

Principal Duties and Responsibilities

- Monitors, coordinates, and manages all surgical scheduling tasks for assigned providers to include but not limited to Athena Authorization Management dashboard and DocSpera.
- Utilize Athena Authorization or obtain authorizations for procedures, diagnostic testing, medication authorizations, pre-operative testing, or surgeries as required by patient’s health care insurers or managed care providers.
- Schedules internal and external appointments, procedures, and surgeries.
- Reviews surgical procedures with patients, providing education and review of necessary documents and secures patient’s signatures on required documents.
- Confirms patient surgical and diagnostic appointments with appropriate facilities and ensure timely delivery of appropriate documents.
- Schedules or coordinates pre-admission testing, surgical clearance appointments with patient’s Primary Care Physician office, Cardiology or other specialty practices.
- Timely review of pre-operative testing results and forwards abnormal test reports to surgeon, physician assistant and clinical coordinator. Communicates same with patient’s Primary Care Physician regarding medical clearances.
- Prepares and collates surgical paperwork and ensures timely delivery to surgical site. Reviews chart for completeness and accuracy by ensuring all pertinent studies/diagnostics are available prior to pre-operative testing and surgeries.
- Immediately greets and directs patients and visitors, answers telephone calls promptly and courteously.
- Utilizes Electronic Medical Record to document all patient communications.
- Assist with any other assigned duties or tasks.
- Maintains confidentiality of all patient information and comply with HIPAA regulations.
- Promotes and supports the mission and values of TMI through all verbal and nonverbal actions.

Job Qualifications

Education

- Formal training as a Medical Assistant, Athletic Trainer or Licensed Practical Nurse; or 2 years of related experience and/or training; or equivalent combination of education and experience.

Specific Job Experience

- Minimum 2 years’ experience in medical office with medical terminology experience. Prior surgery scheduling experience preferred.

Knowledge, Skills and Abilities

- Must be detailed orientate and able to manage multiple tasks at one time
- Excellent verbal and written communication skills
- Experience with insurance authorization
- Computer proficiency and experience with electronic health care record



- Orthopedic and/or surgical experience preferred
- Excellent customer service skills

Physical Demands/Work Environment

These physical demands and work environment characteristics are representative of those necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Frequency	None	Some	Freq.	Very Freq.
Lifting > 50 lbs.	X			
Lifting > 20 lbs.		X		
Pushing > 50 lbs.	X			
Pulling > 50 lbs.	X			
Stooping, Kneeling		X		
Crawl	X			
Climb	X			
Balance	X			

Key

Some – 1-4 times/day
 Freq – 20-40 times/day
 Very Freq – >50 times/day

Physical Requirements:

- Perform shift work
- Maneuver weight of patients
- Hear alarm/phone/equipment
- Manual dexterity (hand/eye coordination)
- Reach above shoulder
- Repetitive arm/hand movement
- Finger dexterity
- Color vision
- Acuity – Near
- Acuity – Far
- Depth perception

Hazards:

- Exposure to toxic/chemical/detergents
- Exposure to extreme hot/cold conditions
- Exposure to dust/fumes/drafts
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to X-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to pathogen exposure
- Exposure to risk exposure
- Use of latex gloves

Mental/Emotional Requirement:

- Manage stress appropriately
- Handle multiple priorities
- Works alone
- Manage anger/fear/hostility /violence
- Work in areas that are confined and/or crowded

Working Conditions

- INSIDE [Specify major conditions]
- OUTSIDE [Specify major conditions]

Work Positions (% of time spent):

Sitting: 80%

Standing: 10%

Walking: 10%

Conclusion

The above duties and responsibilities may be essential job functions subject to reasonable accommodations. All job requirements listed indicate the minimum of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

Authorization

I have reviewed the job description and received a copy of it. I attest that I can perform all essential functions of this position including the physical and mental/emotional demands of the position with or without reasonable accommodations.

Job Holder Signature		Date	
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