



## **Appointment Scheduler**

**Job ID:** Appointment Scheduler

**Location:** Henderson

**Position Type:** Full Time Monday-Friday 8:00am-5:00pm

**Experience:** 1-2 years' experience

**Desired Education:** High School Diploma or equivalent

### **Position Summary:**

This position facilitates the scheduling of patients via telephone in a Call Center environment. Work is performed under the general direction of the Appointment Scheduling Manager.

### **Essential Duties and Responsibilities:**

- Schedule, reschedule and cancel appointments for all physicians and patients
- Ability to answer multiple phone lines (i.e. external and internal routing requests)
- Overhead paging
- Verify Insurance eligibility
- Verify referral source

### **Qualifications/Experience:**

- Must have excellent telephone etiquette
- Call center experience
- Ability to answer in-bound calls in a timely manner
- Bilingual preferred