



## **Job Posting-Back Office Assistant Surgery Scheduler**

**Location:** Northwest

**Position Type:** Full Time

**Experience:** 2 years' experience

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

- Full time surgery scheduler.
- Management of insurance authorizations & appeals
- Anticipates the needs of the clinic
- Ability to communicate well with patients, peers, surgeons, and surgical partners
- Candidate must have ability to manage a changing schedule and work with those involved
- Contact insurance companies for authorization for surgery
- Schedule surgeries and send appropriate paperwork to the patient
- Update patient demographics to include verification of insurance
- Direct patients to labs and obtain medical clearance
- Answer patient related questions
- Coordinate emergency surgical situations
- Scan all patient related documents after charges are completed

### **Qualifications/Experience:**

- Strong experience with surgical procedures and pre-authorizing procedures
- 2+ years of experience as a surgical scheduler
- Experience with EMR is required.
- Microsoft Office experience
- Exceptionally organized, great communication skills and strong attention to detail
- Clinical Orthopedic and/or Surgery experience is required
- Strong Coding knowledge
- High school diploma or equivalent required
- Minimum two years' experience in a surgeon's office