



Internal Job Posting – 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