



Job Posting: Appointment Scheduler

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LOCATION: Henderson

POSITION TYPE: Full Time

EXPERIENCE: 1-2 years

DESIRED EDUCATION: High School Diploma or Equivalent

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 and Experience:

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