

**JOB TITLE:** Surgery Scheduler

**DEPARTMENT:** Gunbarrel Office

**REPORTS TO:** Satellite Operations Manager

**JOB SUMMARY:**

The Surgery Scheduler is responsible for performing all duties of pre-certification as well as scheduling all surgeries, testing, and admissions for the multiple physicians at USA. The Surgery Scheduler is responsible for maintaining a working knowledge of the physicians’ schedules since they are the sole person responsible for scheduling surgeries.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Performs and coordinates all activities related to pre-certifications
* Assures that all activities related to the pre-certification process are within established procedures and of acceptable quality
* Responsible for establishing all standard operating procedures relative to the pre-certification process
* Maintains a working knowledge of insurance to achieve objective of furnishing prompt, accurate information to the correct party
* Verifies insurance benefits
* Remains knowledgeable of physicians schedules at all times to assure surgeries and procedures are scheduled in conjunction with their schedules
* Performs pre-certifications and obtains referral authorizations
* Continually monitors physicians schedule to ensure efficiency
* Admits patients to hospital
* Responsible for scheduling tests including CT, MRI, Stress, NM, etc.
* Performs all other duties as assigned

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by a Surgery Scheduler throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks.

* Sitting or standing for prolonged periods of time
* Bending and reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed

**QUALIFICATIONS:**

* High school diploma or equivalent
* Strong working knowledge of medical terminology
* Minimum of 2 years prior experience in a medical setting
* Excellent interpersonal and analytical skills

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**