

Clinical Appointment Scheduler

Assists patients by determining needs, (re)scheduling or canceling appointments.

Maintains and updates schedule of providers' availability.

Notify patients of any scheduling changes.

Codes information and enters into EHR; reviews to ensure accuracy and completeness.

Knowledge of EHR/EMR (Greenway) software.

Knowledge of standard office procedures and equipment.

Great speaking and listening skills. Provide the patient with clear directions/instructions for their appointment. Communicate date, time, and location of the upcoming appointment to the patient, ensuring they are correctly informed.

Document all needed information in EHR/EMR.

Utilize attached Scheduling Process Reminders when educating the patient.

Review incoming tasks, appropriately document actions taken in the patient's EHR.

Maintain up to date guidelines and knowledge of ICD codes and CPT codes.

On a daily basis reviews provider schedules to fill open gaps.

Qualifications and Skills

- Medical appointment scheduling: 2 years (Required)
- EHR Software: 2 years (Required)
- High school diploma or equivalent
- Friendly and compassionate disposition
- Excellent organizational and time management skills
- Ability to work independently as well as part of a team
- Medical terminology knowledge preferred
- Knowledge of Electronic Health Care Systems and meaningful use
- Maintain confidentiality of all medical, financial, and legal information, HIPPA compliant

- Communicate effectively, both orally and in writing
- Provide excellent customer service to both patients and colleagues

Pay Rate: \$18.00-\$20.00hr

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts

Job Type: Full-time Monday - Friday

Work Location: In person no remote or work from home offered