

Scheduling Coordinator

The Scheduling Coordinator will serve as the coordinator for patient schedules and appointments for a busy Nephrology practice. The Scheduling Coordinator's main responsibility is, but is not limited to, making patient appointments. Applicants must be a highly organized individuals with the ability to multi-task, work under pressure, and manage changing priorities and a heavy workload. The Scheduling Coordinator will communicate with patients in person as well as over the phone, on a one-on-one basis, so they must have strong written and verbal communication skills. Applicants must have proficient computer and Microsoft Office skills, as well as a keen attention to detail when examining documents for accuracy and completeness. Experience in a medical office is required.

This position is a part-time to full-time position. Full-time determination after 2 years of employment.

Job Responsibilities:

- Scheduling appointments for patient consultations, procedures, and visits with medical personnel
- Obtaining prior authorizations from the respective insurance companies
- Document all prior authorization information including approval dates, billing units, procedures codes, and prior authorization number in patient's profile
- Organizes workflow and appointments by reading and routing correspondence and collecting patient information.
- Assisting with front desk operations
- Resolve scheduling conflicts as they occur