
Hospital Scheduler Resume

Job Objective

Acquire the position of Hospital Scheduler in a growth oriented organization.

Highlights of Qualifications:

- Remarkable experience in medical front office procedures
 - Exceptional knowledge of growth and development principles
 - Outstanding knowledge of CPT coding and ICD 9 Codes
 - Familiarity with medical front office setting
 - Immense ability to interpret individual patient requirement
 - Sound ability to coordinate with physicians for emergency procedures
 - Ability to communicate with patients
 - Ability to work on computer for long intervals
-

Professional Experience:

Hospital Scheduler
Northwestern Memorial Hospital, Lake Station, IN
August 2007 – Present

Responsibilities:

- Administered information and assist to schedule all hospital procedures.
- Evaluated medical requirements and obtain information for diagnosis.
- Coordinated with patients and provide information as per requirement.
- Identified patients through appropriate arms bands and demographic sheets.
- Managed and enter all imaging orders into Meditech RIS.
- Assisted visitors with directions to patient rooms.
- Greeted patients and staff members on telephone and intercom.
- Developed medical records for all new patients coming to hospital.

Hospital Scheduler
Ashe Memorial Hospital, Lake Station, IN
May 2004 – July 2007

Responsibilities:

- Assisted patients in tests and check in procedure to hospital.
 - Managed communication with patients for each individual examination.
 - Managed and enter physician orders for all services.
 - Prepared registration process as per contractual obligations.
 - Determined appropriate account parameters for all revenue collection.
 - Coordinated with patients, physicians and staff members for information.
 - Maintained accuracy in all clinical and billing information.
 - Evaluated physician orders and ensured completeness of forms
-

Education:

Bachelor's Degree in Nursing
Minot State University, Minot, ND

[Build your Resume Now](#)