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## Hospital Scheduler Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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

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### Responsibilities:

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- 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

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### Responsibilities:

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- 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
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### Education:

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

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