
Medical Scheduler Resume

Job Objective

Seeking a position as Medical Scheduler in a company where my strong knowledge of scheduling and work ethics will help me grow.

Highlights of Qualifications:

- Exceptional experience in managing medical records in health care facility
 - Huge knowledge of medical terminologies
 - Deep knowledge of various medical insurance plans
 - Remarkable ability to schedule appointment for patients
 - Outstanding ability to maintain files for all patients
 - Ability to coordinate with all patients
 - Ability to resolve all patient issues efficiently
 - Familiarity with Microsoft Office applications
-

Professional Experience:

Medical Scheduler
Radnet Inc, Eugene, OR
August 2007 – Present

Responsibilities:

- Assisted to schedule exams for patients and scan documents.
- Managed and resolve all customer service requests.
- Administered any legal issues and monitor call backs for medical issues.
- Greeted customers pleasantly and in professional manner.
- Monitored scheduling and if required transfer call to physician.
- Maintained record of all reports and clinical data for appointment.
- Managed communication with all departments to schedule medical appointments.
- Maintained and update information of patients if required.

Medical Scheduler
NaphCare, Inc., Eugene, OR
May 2004 – July 2007

Responsibilities:

- Provided assistance to front office staff to provide assistance on phone.
 - Coordinated with HR staff and provided training to all clinicians.
 - Developed and maintained professional relationships with clients and its family members.
 - Assisted to resolve all client issues for schedules.
 - Administered services and assisted to resolve issues efficiently.
 - Evaluated scheduled visits for medical processes.
 - Maintained record of client schedules on computer system.
-

Education:

Bachelor's Degree in Medical Technology
William Jewell College, Liberty, MO

[Build your Resume Now](#)