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## Medical Scheduler Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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

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### Responsibilities:

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- 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

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### Responsibilities:

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- 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.
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### Education:

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

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