
Operating Room Scheduler Resume

Job Objective

Operating Room Scheduler with ability to handle tasks professionally looking for a job within your organization.

Highlights of Qualifications:

- Remarkable experience in operating room process and improvement projects
 - Huge knowledge of ambulatory health care and associate reports
 - Deep knowledge of Joint Commission on Accreditation of Health Organizations
 - Outstanding ability to collect and process all nursing data
 - Exceptional ability to maintain accuracy in all scheduling process
 - Ability to resolve all issues efficiently
 - Ability to complete, prompt, and accurate reports
 - Ability to perform pre admit process for post operative surgery
 - Familiarity with Microsoft Office applications
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Professional Experience:

Operating Room Scheduler
Rochester General Hospital, Salem, IN
August 2007 – Present

Responsibilities:

- Prepared reports for all operating room process improvement projects.
- Managed and receive all telephone messages as per clinic guidelines.
- Developed patient notices for all appointment reminders and rescheduling.
- Maintained and confirmed medical records of patients on scheduler.
- Assisted patients and provided visit instructions.
- Designed strategies to promote medical care in industry.
- Facilitated booking of appointments for patients and validated demographic information.
- Administered registration of new patients in master schedule.

Operating Room Scheduler
Garden Park Medical Center, Salem, IN
May 2004 – July 2007

Responsibilities:

- Utilized various applications and automated systems to schedule appointments.
 - Developed and distributed schedules to all physicians.
 - Managed communication for all special instruments and supplies.
 - Ensured compliance to all operating room guidelines and adjust schedule accordingly.
 - Prepared and printed final schedule for operation functions on everyday basis.
 - Administered and added emergency and add on cases to schedule.
 - Evaluated order of patients scheduled and reviewed procedures.
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Education:

Bachelor's Degree in Nursing
Angelo State University, San Angelo, TX

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