
Patient Scheduler Resume

Job Objective

Seeking employment as Patient Scheduler.

Highlights of Qualifications:

- Exceptional experience in scheduling appointments for patients
 - Sound knowledge of medical terminologies
 - Huge knowledge of nurse call functions and console
 - Outstanding ability to multi task and prioritize activities
 - Immense ability to ensure compliance to safety policies and regulations
 - Ability to gather information from patients
 - Ability to maintain records of all patient data
 - Solid understanding of hospital schedule and clinics
 - Ability to provide information to patients and their families
 - Ability to re-schedules appointments, and makes additions to schedules
-

Professional Experience:

Patient Scheduler
Salem Hospital, Weaverville, NC
August 2007 – Present

Responsibilities:

- Coordinated with patients, physicians and staff members to develop schedule.
- Assisted patient access specialist to resolve all scheduling issues efficiently.
- Administered physician order to perform test on patients.
- Monitored flow of patients in facility and provide appropriate response.
- Managed admitting system and maintained accurate information in it.
- Maintained records of cancellations and re scheduled all appointments.
- Analyzed any delays and facilitate appropriate action.
- Ensured compliance to all scheduling system regulations and procedures.

Patient Scheduler
St. Elizabeth Hospital, Weaverville, NC
May 2004 – July 2007

Responsibilities:

- Assisted patients with all hospital or clinic information to schedule appointments.
 - Provided efficient feedback to all patients and family members.
 - Maintained confidentiality of patient information at all times.
 - Monitored cancellation of appointments and assisted to reschedule appointments.
 - Analyzed physician order and assisted patients in all tests.
 - Administered test results and maintained accuracy for ancillary department.
 - Monitored requests and ensured compliance to all patient policies.
 - Assisted to schedule patient visits as per scheduling system.
-

Education:

Bachelor's Degree in Nursing
Georgia Southwestern State University, Americus, GA

[Build your Resume Now](#)