
Scheduling Coordinator Resume

Job Objective

Want to work as Scheduling Coordinator and contribute towards the success and growth of your company.

Highlights of Qualifications:

- Extensive experience in professional and scheduling services
 - Comprehensive knowledge of MS applications including MS suite.
 - Profound knowledge of medical terminology and Solcom functions
 - Thorough understanding of AS400 and departmental procedures
 - Sound ability to understand and use Salesforce.com
 - Immense ability to acquire insurance authorization from carriers
-

Professional Experience:

Scheduling Coordinator
IME Resources, Salinas, CA
August 2012 – Present

Responsibilities:

- Generated and maintained schedules for various campuses.
- Formulated scheduling requirements and executed scheduling policies.
- Conducted scheduling of cases related to Operating Room.
- Implemented patient processes as per physician orders.
- Documented insurance information and clinical demographics.
- Assisted in tracking of time utilization and backlogs.

Scheduling Coordinator
WIS International, Salinas, CA
May 2009 – July 2012

Responsibilities:

- Designed and developed pre-installation packages.
 - Assisted in planning calls and resolved escalation issues.
 - Participated in document management for pre and post installations.
 - Conducted satisfaction surveys and executed client follow ups.
 - Provided assistance in scheduling functions for appointments.
 - Managed provider schedules and supported appointment scheduling activities.
-

Education:

Bachelor's Degree in Communication
Fairleigh Dickinson University, Teaneck, NJ

[Build your Resume Now](#)