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## Surgery Scheduler Resume

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### Job Objective

Seeking Surgery Scheduler position in order to use skills, experience and training to further grow and develop the company.

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### Highlights of Qualifications:

- Exceptional experience in scheduling surgery in medical office environment
  - Immense knowledge medical terminology and nursing process
  - Outstanding knowledge of electronic medical records
  - Remarkable ability to document patient requirements
  - Sound ability to perform basic calculations for office
  - Ability to multi task and prioritize activities
  - Ability to monitor all medical operations
  - Ability to effectively present information
  - Solid understanding of HCPCS, ICD9 and CPT coding
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### Professional Experience:

Surgery Scheduler  
Florida Hospital Careers, Reno, NV  
August 2007 – Present

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### Responsibilities:

- Managed all incoming calls and provided required information.
- Gathered information from insurance companies to obtain authorizations for surgery.
- Maintained surgery schedule and update date and time on it.
- Provided all information to patients as per requirement.
- Coordinated with materials manager to complete all surgeon requests.
- Monitored medical charts and received information through clinical staff members.
- Prepared reports for all medical transcriptions and orders.

Surgery Scheduler  
Scott and White Healthcare, Reno, NV  
May 2004 – July 2007

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### Responsibilities:

- Scheduled surgery and radiology procedures for patients.
  - Coordinated with physicians, patients and insurance companies to update schedule.
  - Assisted radiology offices to schedule surgeries and procedures.
  - Managed communication with patients for all pre operative operations.
  - Gathered all documents and receipts and update it on computer systems.
  - Performed all front office functions and answered all telephone calls.
  - Maintained surgery schedule and provided all information to physicians.
  - Ensured authorization for all surgeries from insurance companies and families.
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### Education:

Bachelor's Degree in Nursing  
Saginaw Valley State University, University Center, MI

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