



Job Description

Job Title: Scheduler	Grade Level:
Supervisor: Scheduling Manager	Non-Exempt
Department: CBO	Date Prepared: 10/2018

Position Purpose:

The Insurance Verification Specialist schedules all procedures for participating medical offices and their physicians. The scheduler actively supports the RMG mission of service and handles diversified and confidential material with professionalism and discretion.

Essential Duties:

- Scheduling of all appointments for participating physicians
 - Procedures for endoscopy and hospitals
- Schedules according to guidelines set by physicians and facilities
- Responsible for requesting any pertinent medical documentation needs by physician to assist in patient care
- Responsible for obtaining current and accurate insurance information, for proper payment for services provided.
 - Referrals
 - Precertification

Other Duties:

- Work with other departments on assigned projects.

Job Requirements:

- High school graduate with at least one year of clerical experience
- Previous medical office experience is preferred

Knowledge, Skills and Experience:

- Ability to multi-task and be highly organized
- Strong communication via in-person interactions, phone calls, emails, etc.
- Ability to work independently and with a team
- Basic computer skills

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to complete paperwork and to read computer keyboards and screens, reference books, and other written documents
- Ability to operate general office equipment
- Ability to lift up to 10 pounds
- Capable of sitting for extended periods of time

Job Description Acknowledgement

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.

I have received a copy of the job description. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of Human Resources.

Employee's Signature

Date

Print Name