

Medical Scheduler

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$21.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Medical Scheduler

We currently have an open position for a highly-skilled, motivated medical scheduler at a healthcare organization. If you're passionate about gaining healthcare industry experience, then we may have a position for you.

How you will make an impact:

- Answering telephones in a friendly and timely manner, exhibiting professional etiquette at all times
- Scheduling patient appointments for consultations, evaluations, treatments, follow-up, or re-evaluation
- Obtaining existing and new patient insurance information for insurance verification
- Assisting in maintaining and updating patient medical records
- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data

What we're looking for:

- High school diploma or equivalent education
- At least one 1 year of previous medical scheduling experience
- Strong customer service skills required
- Previous experience working with a healthcare practice management system preferred
- Demonstrated flexibility to adapt to changes in procedures and job assignments
- Ability to multi-task and communicate well with individuals of all backgrounds
- Proficiency with Microsoft Office required

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Requirements

medical terminology

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