

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: \$22.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for a Medical Scheduler to support a large healthcare organization in Portland. As a Medical Scheduler, you will play a vital role in ensuring the efficient and effective scheduling of patient appointments and procedures. You will work closely with patients, healthcare providers, and other staff members to coordinate schedules, manage appointments, and provide exceptional customer service.

Responsibilities:

- Schedule patient appointments for consultations, follow-up visits, and procedures in accordance with physician availability and patient preferences.
- Coordinate with healthcare providers, nurses, and administrative staff to ensure accurate scheduling and smooth patient flow.
- Verify patient insurance coverage and obtain necessary authorizations for procedures or tests.
- Maintain accurate and up-to-date patient records, including demographic information, insurance details, and appointment histories.
- Communicate with patients to confirm appointments, provide pre-appointment instructions, and address any questions or concerns.
- Assist with patient registration, check-in, and check-out processes as needed.
- Collaborate with other departments to optimize scheduling practices and enhance the patient experience.
- Adhere to all applicable laws, regulations, and organizational policies related to patient confidentiality and privacy.

Requirements

- Previous scheduling or relevant customer service experience (healthcare experience preferred, but **not** required)
- Proficiency in computer applications, including electronic medical records (EMR) systems and scheduling software.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills, with the ability to interact effectively with patients, healthcare providers, and colleagues.
- Ability to prioritize tasks, manage time efficiently, and work effectively in a fast-paced environment.

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