

## Scheduling Coordinator Position

### General Position Goal:

The Scheduling Coordinator provides the primary contact for patients who are calling into or visiting the clinic to schedule appointments with our various providers and ancillary services while demonstrating a friendly, courteous, and helpful attitude with patients and staff.

### Tasks:

- Promptly greets and schedule patients both on the phone and in person
- Guides patients to the proper contact within the office
- Transcribes Voicemail
- Maintains provider schedules
- Other duties as assigned
- Maintains composure during times of stress

### Physical Activity:

- Fast paced
- Heavy computer and telephone work
- Sitting/standing/walking/talking

### Experience:

- High School diploma
- Computer literate
- Customer service skills
- Communication skills

### Desired Characteristics:

- Friendly
- Confident
- Reliable
- Energetic
- Team Player
- Adaptable
- Professional appearance and attitude

### Supplemental Skills:

- Nextgen experience
- Cisco experience
- Spanish speaking

### Wages & Benefits:

- Wage Range: \$17.75 - \$24.00/hr.
- 4 Day work week. Rotation to both office locations.
- Benefits for full time employees: Medical insurance with options for HSA, FSA, LPFSA, DCFSA, Employer paid Dental, Employer paid Vision, Employer paid Short Term Disability, Employer paid Long Term Disability, Employer paid Life Insurance, Cafeteria Plan selections, PTO, Paid Holidays, and 401K.