

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: \$19.00 - \$25.00/hr.
- 4 Day work week. Rotation to both office locations.
- Benefits for full-time employees: Medical insurance with options for HSA and HRA. Employer paid Dental, Employer paid Vision, Employer paid Long Term Disability, Employer paid Life Insurance, Cafeteria Plan selections, Private policy FMLI leave, PTO, Paid Holidays, and 401K.