



POSITION AVAILABLE: Surgery Scheduler

START DATE: Position Available Now

POSITION TYPE: Full-Time, Monday – Friday

Inland Orthopaedic Surgery and Sports Medicine Clinic, PLLC is proud to be the Palouse's most established orthopaedic practice delivering quality orthopaedic and sports medicine care. Our physicians and team members provide exceptional patient-centered care for a better overall experience for patients of all ages. Surgery schedulers work as a team to support our surgeons and our clinical patients. Applicants should be willing to always putting patient care first.

The essential qualities include, but are not limited to:

- Superior customer service skills.
- Detail and results oriented
- Function independently and in a team
- Strong understanding of medical terminology
- Great interpersonal skills; demonstrating patience, composure and cooperation; working well with physicians and staff
- Ability to exhibit cooperation, flexibility, and provide assistance when interfacing with physicians, management and staff
- Ability to multitask
- Skill in organizing and reporting information that is accurate and complete
- Consistency and timeliness in attendance
- Composure in a fast-paced work environment
- Flexible to change as we continually adapt to meet the needs of our patients.
- Will need to travel between our Moscow and Pullman Offices

Key Duties and Responsibilities that include, but are not limited to:

- Coordinate surgery times between patients, physicians, and facilities
- Obtaining Insurance Authorizations & Benefit Eligibility
- Assist other departments with surgical procedure quotes for patients
- Interact professionally and effectively with clinicians, patients, and outside facilities
- Coordinate pre-operative testing and provide instructions and pre-operative resources to patients
- Collaborate with our back-office, front office and business office teams
- Effectively coordinate peer-to-peer discussions between clinicians and insurance companies
- Manage provider clinic schedules
- Phone, fax, and email correspondence
- Coordinate schedules with physician assistants and/or surgical assistants
- Contact supply reps for surgical equipment needs
- Must be punctual and have a reliable attendance
- Surgery scheduling experience preferred

To Apply:

Applications will continue to be accepted until position has been filled. Your cover letter must specify why your unique skills and experience make you a good fit for working with our Inland Orthopaedic Surgery Team; please send to ap@inlandortho.net. Competitive pay with generous benefit package is offered.

Job Type: Full-time

Pay: \$22.00 - \$24 per year, DOE

Inland Orthopaedic Surgery is a drug-free, alcohol-free, and smoke-free workplace. If offered employment, passage of background screen and pre-employment drug screen is required.