

New Patient Scheduler

Location:	Denver, CO
Schedule:	Full Time
Scheduled Days & Hours:	M-F
Job Details:	<p>State-of-the-Art Urology in Denver</p> <p>The Urology Center of Colorado (TUCC) is the only comprehensive urology center in the Rocky Mountain region, providing treatment for all urologic conditions at one location. TUCC includes:</p> <ul style="list-style-type: none">• A state-of-the-art urology clinic• Radiology, laboratory and pathology services• On-site radiation therapy• A comprehensive urologic cancer center• Clinical research department• A full-service outpatient ambulatory surgery center• Please visit our website for more information on TUCC: <p>www.tucc.com</p> <p>We are seeking a phenomenal New Patient Scheduler. Our state-of-the-art center is looking for a New Patient Scheduler that fits our mission of excellence in urology. Every member of our team plays a crucial role in fulfilling our promise of excellence to our patients. If you are a dynamic person that thrives in a learning environment and takes pride in your work, we'd like to hear from you.</p> <p>ESSENTIAL FUNCTIONS:</p> <ol style="list-style-type: none">1. Coordinates scheduling for all new patient appointments for physicians, physician assistants and nurse practitioner. Coordination of services in clinic, lab, and imaging. All scheduling done on GE Centricity EMR.2. Provide patient with specific instructions and information regarding their new patient visit via telephone, mail and website.3. Interact with patients, physicians, office staff, and nursing home staff.4. Document information in computer.5. Manage incoming new patient referrals.6. Handles telephone calls in a prompt, pleasant, and helpful manner.7. Manages patient recall process.8. Assist in establishing office systems.9. Assists in the care and maintenance of the office equipment.10. Attend staff meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of medical office policies and procedures. Including understanding of insurance requirements such as referrals, authorizations and copayments and co-insurance.
2. Knowledge of grammar, spelling, and punctuation to type patient information.
3. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.
4. Skill in operating a computer, copy machine, and fax.
5. Skill in answering the telephone in a pleasant and helpful manner.
6. Ability to apply policies and principles to solve everyday problems and deal with a variety of situations.
7. Ability to read, understand, and follow oral and written instruction.
8. Ability to sort and file materials correctly by alphabetical or numeric systems.
9. Ability to speak clearly and concisely.
10. Ability to establish and maintain effective working relationships with patients, employees, and the public.
11. Ability to multi-task with strong organizational skills.

EDUCATION:

High school diploma or equivalent.

EXPERIENCE:

1. Two years work experience in a medical office setting.
2. Knowledge of medical terminology.
3. Word processing and computer experience. Accuracy more important than speed.

ALTERNATIVE TO MINIMUM QUALIFICATIONS:

Additional appropriate education may be substituted for two years of work experience.

As an affirmative action/equal opportunity employer, TUC is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, transgender status, genetic information or veteran status. TUC does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.