

SURGERY 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 <p>Our state-of-the-art center is looking for a talented Surgery Scheduler that fits our mission of excellence in urology and will contribute to, and strengthen, our culture of delivering excellence at every encounter (CODE3). 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. Schedules, coordinates and reschedules surgeries done at the Urology Surgery Center of Colorado and outside hospitals. Including all pre-op and post-op appointments, labs and ancillary testing.2. Coordinates medical and cardiac clearances with physicians and clinical staff.3. Coordinates surgical assistants, personnel and equipment required for various surgeries.4. Initiates the steps necessary to obtain surgical and ancillary service pre-certification/authorization from insurance companies.5. Send patient surgery letter and packet with specific instructions and information regarding their surgery.6. Document information in patient medical record for tracking purposes.7. Answers telephone and provides information.8. Provides support services to patients and medical staff. Answer questions regarding surgery, patient appointments and testing.9. Greets patients, physicians and clinical staff in a prompt, pleasant, and helpful manner.10. Assists in establishing office systems and procedures.11. Assists in the care and maintenance of the office equipment.12. Attend staff meetings. <p>KNOWLEDGE:</p> <ol style="list-style-type: none">1. Knowledge of medical office policies and procedures.2. Knowledge of grammar, spelling, and punctuation to type patient information.

3. Knowledge of insurance pre-authorization requirements and process.
4. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.

SKILLS:

1. Skill in operating a computer, copy machine, and fax.
2. Skill in answering the telephone in a pleasant and helpful manner.

ABILITIES:

1. Ability to exercise initiative, problem-solving, decision making.
2. Ability to read, understand, and follow oral and written instruction.
3. Ability to sort and file materials correctly by alphabetical or numeric systems.
4. Ability to speak clearly and concisely.
5. Ability to establish and maintain effective working relationships with patients, employees, and the public.

EXPERIENCE:

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

EDUCATION:

High school diploma or equivalent.

TUCC recognizes and appreciates the rich array of talents and perspectives that equal employment and diversity can offer our organization. TUCC 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, genetic information or veteran status. TUCC 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.