



Western Washington
Medical Group

Scheduler- Gastroenterology

Care Center: Gastroenterology

Location: Everett

Description: Currently seeking a full-time Scheduler for our busy Gastroenterology Clinic.

Duties include but are not limited to:

- Schedule Office visits for multiple locations
- Schedule procedures at various hospitals and The Endoscopy Center for patients with appropriate provider and time/location slot
- EMR documentation
- Ordering proper lab work / diagnostic testing as indicated / Prescriptions
- Provides accurate, detailed information to patients regarding test / procedure preparations, time of patients scheduled arrival, and any other directional information needed
- Takes appropriate action in responding to questions from patients.
- Ensures patients have proper medical clearance and pre-surgical testing as needed.
- Interfaces with appropriate staff at various hospitals and the Endoscopy Center to ensure a cohesive working relationship in providing exceptional patient care.

Job requirements:

- Minimum of one year medical office experience with previous EMR experience.
- Ability to multi-task and be flexible with good time management skills. Attention to detail a must.
- Knowledge of insurance plans a plus.
- Must be team minded.
- Excellent customer service skills.

Must be able to work in collaboration with other health care professionals; work effectively in fast paced environment while maintaining a caring and understanding attitude with patients and clinic personnel.

Please email resume to: tvera@wwmedgroup.com