



Western Washington Medical Group

Position: Surgery Scheduler
WWMG Department of Ear, Nose & Throat, Allergy & Audiology

Description: Surgery scheduler part time (3 days per week)

Duties include but not limited to:

- Act as liaison between physician, patient, and hospital/surgery center
- Obtain benefits quotes and calculate estimate of patient responsibility for procedures, both inpatient and outpatient
- Obtain medical clearances, lab results, and other required patient information
- Obtain prior authorization for procedures, both inpatient and outpatient
- Follow up on non-scheduled cases
- Consult with patients and review pre/post-surgery requirements
- Other duties as assigned

Requirements:

- High school diploma or equivalent
- Strong knowledge of medical terminology and/or coding
- Must possess strong organization skills and attention to detail
- Reliable, punctual, and committed to quality care
- Demonstrated ability to manage multiple tasks simultaneously
- Highly organized with a high level of attention to detail
- Ability to communicate clearly both orally and in writing
- Experience with EMR/Centricity preferred
- Completion of a Medical Assistant Program and Current WA State CMA license preferred

Hours: 20-25 hours per week

Salary: DOE

Compensation: Medical, dental, vision, 401K, profit sharing

Please forward a cover letter and resume to: ckimsey@wwmedgroup.com