

Surgical Scheduler

Full-Time, Part-Time, or Per Diem

Job Description

The Surgical Scheduler facilitates and coordinates the scheduling, patient education, pre-certification and paperwork process for in-patient and out-patient surgical scheduling, diagnostic testing and provider referral to outside sources. The Surgical Scheduler maintains a professional conduct and excellent customer service to both internal and external customers.

Job Requirements

- Minimum of two years medical office experience.
- Experience working with the public.
- Ability to maintain composure when confronted with fast-paced and stressful situations.
- Excellent time management, organization and communication skills, multi-tasking, attention to detail, and follow-through are a must.
- Pleasant attitude and neat appearance a must.
- Excellent communication, telephone and computer skills is essential.

Education Requirements

- High School Diploma required.
- Medical Assistant certification is desired.

To apply for this position, please complete our online application form under the About>Employment Opportunities menu at concordortho.com.



For over 40 years, Concord Orthopaedics has been providing sub-specialty orthopaedic care from our offices in Concord, NH. Concord Orthopaedics is comprised of 24 physicians and 9 Physician Assistants and 1 Nurse Practitioner providing care in Rheumatology, Foot & Ankle Care, Total Joint Surgery, Sports Medicine, Hand & Wrist Care, Spine Care, Pediatric Orthopaedics, and Orthopaedic Traumatology. In addition to Concord, Concord Orthopaedics also has offices in New London, Derry and Windham.

Concord

New London

Derry

Windham