

Surgery Coordinator Bariatric Medicine – Apply at employers website

<https://careercenter.ahip.org/jobs/13964954/surgery-coordinator-bariatric-medicine>

Employer: DMC Medical Group

Posted: October 4, 2020

Location: Madison Heights, Michigan

Summary: The Scheduling Coordinator is responsible for all task-based Scheduling activities.

Special Duties:

- Manage a large caseload of patients (100 - 130 aprx.) from consultation to surgical boarding (3 to 12 month span)
- Provide direction, encouragement and support on a monthly basis to each patient in the program
- Obtain all supporting clinical reports and related paperwork; ensure timely completion
- Return all calls within 24 hours and send correspondence in a timely manner
- Ensure benefits are verified each time a patient changes insurance and patient is notified of new insurance requirements
- Ensure all insurance requirements have been met as outlined by insurance company and providers
- Ensure all supporting documents have been received, labeled and scanned into chart
- Complete checklist in EMR ensuring date of receipt is notated and patient is informed of any test or clearance that is nearing expiration
- Upon completion of all requirements, submit chart to NP for review and approval for surgery
- Obtain authorization from insurance company
- Cover clinic and front desk as needed
- Ability to provide evening seminar coverage (6:00 p.m. – 8:00 p.m.) once per month
- CNAs welcome to apply!

Other Responsibilities

- The Scheduling Coordinator functions in all aspects of the Scheduling department and in addition provide oversight for the Scheduling Department in the absence of the supervisor.
- The Scheduling Coordinator is responsible for all activities assigned during their shift, including: quality and accuracy of work produced, reports at the end of the shift and the status of the department.
- Complies with all department specific policies and procedures.
- Identifies and reports problems to the Scheduling Supervisor or Manager.

Qualifications:

Education: Required: HS Diploma or GED. Preferred: Associates Degree in related field

Experience

Required: Must have a minimum of 5 years of experience working in a physician office with previous surgery scheduling experience strongly preferred.

Medical Assistants and/or CNAs are highly preferred!

Preferred: Certification in one of the following: Medical Assisting or other related healthcare management/administration certification.

JOB: Clerical/Administrative

PRIMARY LOCATION: Madison Heights, Michigan

FACILITY: DMC Medical Group

JOB TYPE: Full-Time

SHIFT TYPE: Days

Internal Number: 2005024583