

## Scheduling Coordinator Position

### General Position Goal:

The Scheduling Coordinator provide the primary contact for patients who are calling into or visiting the clinic to schedule appointments with our various providers and ancillary services while demonstrating a friendly, courteous and helpful attitude with patients and staff.

### Tasks:

- Promptly greets and schedule patients both on the phone and in person
- Guide patients to the proper contact within the office
- Transcribing Voicemail
- Maintains provider schedules
- Other duties as assigned
- Maintains composure during times of stress

### Physical Activity:

- Fast-paced
- Heavy computer and telephone work
- Sitting/standing/walking/talking

### Experience:

- High School diploma
- Computer literate
- Customer service skills
- Communication skills

### Desired Characteristics:

- Friendly
- Confident
- Reliable
- Energetic
- Team Player
- Adaptable
- Professional appearance and attitude

### Supplemental Skills

- Nextgen experience
- Cisco experience
- Spanish speaking