

Surgical Coordinator

[Facility Name] is seeking a surgical coordinator with exceptional communication and customer service skills to support the administrative coordination of our patient cases. This role provides essential support in surgical scheduling, patient correspondence, and resource coordination within our fast-paced, 18-doctor, physician-owned surgical practice.

As part of our award-winning team, you will help facilitate the successful delivery of more than 20,000 annual surgical procedures, contributing to the operational excellence and patient service that has earned our organization distinctions like the *Coastal Pacific Journal* patient choice award.

Benefits

- Competitive pay rates
- Health, dental, and vision benefits
- 401k, retirement plans (with graded vesting, if applicable)
- FSA/HSA options
- Holidays, PTO, sick time
- Wellness programs

Duties and Responsibilities

- Book and coordinate all patient surgical appointments
- Receive and correspond with surgical booking requests
- Maintain smooth communication flow regarding follow-up requirements
- Assist with family and patient electronic or telephone communication
- Coordinate appointments, meetings, resource (or equipment) needs, and care tasks
- Ensure thorough documentation and proper recordkeeping
- Safeguard patient information and privacy by ensuring full compliance with HIPAA and regulatory mandates
- Deliver quality customer service alongside every professional interaction

Compensation and Shift Requirements

- Starting pay of \$22/hour, with allowable adjustments for experience
- FTE, working full-time Monday - Friday (8:00 am - 4:30 pm)
- Bi-weekly pay periods
- No holiday or weekend requirements
- Overtime, incentive pay, and incentive bonuses available on a case-by-case basis

Preferred Qualifications and Skills

- Minimum of 2 years of scheduling or administrative experience; *healthcare experience preferred*
- High school diploma or equivalent required; *associate degree or higher preferred*
- Proficiency with computers and office software; familiarity with *Epic electronic health records preferred*
- Strong communication and customer service skills, with the ability to maintain professional interactions among patients and staff
- Excellent attention to detail and accuracy
- Highly effective time management and organization skills, with the ability to balance multiple priorities at once

Join Our Growing Team of Dedicated Clinicians

Ready to use your attention to detail to help patients achieve relief from pain and regain mobility? Join our team today and begin supporting the life-changing surgical care our facility consistently delivers to the Northwestern community.