

**POSITION:** SCHEDULER-SURGERY

**DEPARTMENT:** BUSINESS OFFICE

**REPORTS TO:** REVENUE CYCLE MANAGER

**JOB SUMMARY:** Under the supervision of Revenue Cycle Manager and Director of Surgical Services the Surgery Scheduler is responsible for the scheduling of surgery procedures.

Updates Cerner procedural and physician dictionaries in the OR module to maintain system for scheduling. Provides on-site leadership for any surgery schedules.  
Knowledge of CPT, ICD-9 & 10 coding.

**POSITIONS QUALIFICATIONS:**

- High School graduate or equivalent combination of education and experience.
- At least one (1) year related hospital experience in scheduling.
- Must be able to read, write, and comprehend English.
- Basic typing skills required with ability to use computer required.
- Basic course in medical terminology preferred.
- Cerner system experience preferred.