

## **ELEMENT CARE**

**TITLE:** Scheduling Specialist

**UPDATED:** 6/30/22

**DEPARTMENT:** Scheduling

**STATUS:** FT Hourly: 8AM to 4PM

### **GENERAL SUMMARY:**

Under direct supervision of the Manager of Scheduling, performs a variety of administrative duties such as maintaining calendars, compiling routine reports, and educating and/or training coworkers on Scheduling workflow. Receives general direction and follows standard procedures and written instructions to complete assigned tasks.

### **ESSENTIAL RESPONSIBILITIES:**

- Schedules appointments and procedures according to staff availability and participant needs.
- Distribute schedules as appropriate.
- Resolves any scheduling issues by collaborating with IDT staff.
- Assists with educating and training employees on scheduling workflow.
- Manages tasks as they are received.
- Cross coverage of scheduling responsibilities as needed.
- Ensures provider's schedules is accurately represented in our scheduling software.
- Functions as a team member to organize and prioritize responsibilities to complete daily work assignments.
- Collaborate with all departments to continually work towards scheduling accuracy.
- Maintain HIPPA compliance.
- Performs other duties as required.

### **JOB SPECIFICATIONS:**

- High school degree or equivalent.
- Scheduling experience preferred.
- Attention to detail and accuracy a must.
- Previous Electronic Health Record (EHR) experience preferred.
- PACE experience a plus.
- Prior healthcare experience or knowledge a plus.
- Strong written and verbal communication skills.
- Ability to use standard Microsoft software.
- Ability to multi-task and work under tight deadlines.
- Proficiency in typing.
- Must be up to date with Covid vaccine