



Western Washington Medical Group

Surgery Scheduler– Full Time

Date: 6/25/24

Location: WWMG Orthopedic, Sports, Spine & Hand Center - Everett

Overview:

We are a busy physician-owned medical practice seeking a qualified Surgery Scheduler. Applicant must be able to perform in a high volume medical office while providing quality patient care with attention to detail.

Preferred experience: medical billing, surgery scheduling or similar related position but willing to train the right person.

Competitive pay. This is a full time position in person at our Orthopedic clinic in Everett. The clinic is open Monday through Friday, and closed on weekends and most holidays.

Qualifications:

- Excellent customer service skills
- Insurance knowledge required
- Microsoft Office knowledge
- EMR knowledge helpful
- Typing 45+ WPM
- Strong phone communication
- Detail oriented
- Team player with ability to multitask
- Punctuality is a must

Responsibilities:

- Verify insurance benefits
- Insurance pre-authorization for in-patient and out-patient surgical procedures
- Calculate patient financial estimates
- Schedule patients for pre-operative and post-operative appointments
- Work closely with surgery schedulers and hospital personnel
- High level communication and customer service skills

Requirements:

- High school diploma or equivalent
- Medical terminology experience – 1 year or more
- Insurance authorization experience – 1 year or more
- Billing and coding – 1 year or more
- Patient service – 1 year or more
- Epic EMR experience – 1 year or more
- You must be able to provide proof of legal authorization to work in the United States

Why Work Here?

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Unsurpassed growth opportunities
- Medical, Dental, Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- Flexible schedules
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Schedule: Full time, in person, 40 hours/week Mon – Fri, no evenings or weekends.

Salary: Hourly wage \$20 - \$24 per hour depending on experience, skill set and education.

To Apply: Please send resume to lrussell@wwmedgroup.com.

We're interested in learning more about you and appreciate you taking the time to apply online. We are committed to employing a diverse workforce.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.