

NORTHWELL HEALTH

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : COORDINATOR, SCHEDULING
FTE 1.0 6:30AM-2:30PM
POSITION# 10122109 REQ#0037P0

DEPARTMENT : CARDIAC SERVICE LINE

REPORTS TO : MANAGER, NURSE

POSITION SUMMARY	Schedules all elective Cardiac surgical procedures.
RESPONSIBILITIES	<ul style="list-style-type: none">* 1. Schedules surgical procedures and pre-admission testing appointments.<ul style="list-style-type: none">• Communicates with surgical physicians and their offices regarding dates and times for surgical procedures. Offers earliest time available.• Accurately enters patient and scheduling information.• Reviews scheduling data for errors and seeks assistance, as needed.* 2. Coordinates with management to finalize surgical and pre-admission testing schedules.<ul style="list-style-type: none">• Reviews schedule with management prior to producing final schedule.• Ensures final schedule is complete and available same time every day.• Communicates actual and potential changes to the Admissions Office, Cardiac Services areas.* 3. Develops methods to track and present information. Generates reports and statistics, as requested.* 4. Checks databases and reports for accuracy. Alerts supervisor to potential problems.* 5. Troubleshoots software problems and communicates with suppliers, as required.* 6. Types, photocopies, collates, faxes and files relevant correspondence, reports and other material.* 7. Answers telephones, intercoms and pages in a timely, professional and friendly manner. Takes well documented messages and alerts nurse or supervisor when uncertain about a question or for problem resolution.* 8. Directs and/or escorts patients, physicians and visitors to appropriate rooms or other hospital areas, as needed.9. Performs related duties, as required. <p>*ADA Essential Functions</p>
REQUIRED EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma or equivalent, required.• Minimum of one (1) year clerical/secretarial experience. Experience in a healthcare environment, preferred.• Working knowledge of PC applications, required.

Department Head Signature

Date

STAFF SCHEDULER

Human Resources Signature

Date