



## **WILLAMETTE SURGERY CENTER**

### **We seek a surgery scheduler to join our team!**

We seek a fast paced, energetic, detail and quality-focused surgery scheduler with a minimum of one year of current experience and skilled in superior customer service. Our surgery scheduler is responsible for ensuring that everything is in place for a surgery to occur for our patients. This position cross trains with front desk reception. This position is 40 hours per week Monday through Friday.

#### General Responsibilities:

- Schedule surgical procedures for 20+ surgeons that are performed at our facility to meet the needs of the patient and physician
- Coordinate surgical operative appointments with clinical operative activities including working closely with clinical management to assess time, staffing and equipment available; identifies conflicts and adjusts schedule as needed
- Maintain the schedule according to protocol, physician's schedule, and staffing requirements.

#### Minimum Qualifications:

- Minimum 1 year current medical/surgery scheduling experience, scheduling high volume surgeries preferred
- EMR experience
- Demonstrated attention to detail and organization
- Superior customer service skills
- Strong communication and interpersonal skills, with compassion and empathy

**To Apply:** This position requires a resume, cover letter and application.

Go to <https://willamettesurgerycenter.com/index.php/careers/> to download the application. Submit your materials to [careers@hopeorthopedics.com](mailto:careers@hopeorthopedics.com) or fax to (503)316-3780.

Willamette Surgery Center is a technologically advanced outpatient surgery center. Our mission is to provide the highest quality patient services through heartfelt, professional care. Our surgeons specialize in diagnostic and restorative surgery in orthopedics, endoscopy, general surgery, and podiatry.

*Willamette Surgery Center is an Equal Opportunity Employer*

Willamette Surgery Center  
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