

Heart and Vascular Scheduler Fast Facts

Your journey to finding your path

- Be accountable for scheduling and coordination of various complex Heart and Vascular service or procedure.
- Obtain appropriate patient information which could include current/historical medical information, demographic, insurance information, and pre-authorizations utilizing your knowledge of simple and complex medical terminology.
- Ensures superior customer service.

Requirements:

- High school diploma or equivalent.
- 1-3 years of hospital or medical office work experience.
- 1-2 years of customer service experience.
- Knowledge of medical terminology.

2022 Median Salary is \$38,500

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Wage information from U.S. Bureau of Labor Statistics-<https://www.bls.gov>