Orthopedic One is searching for a dynamic individual to join our team as a part-time Surgery Scheduler at our Westerville location. Details about this exiting position are as follows:

**Position Summary:** This position involves working closely with patients, as well as the doctors who treat them. Reviewing the chart, scheduling various types of surgeries, obtain pre-authorizations, ability to take direction and multi-task.

**Responsibilities/Accountabilities:**
- Serves as main resource to physician for surgery scheduling.
- Work with insurance companies to get prior authorization for patients.
- Coordinates the admission and transfer of patients.
- Communicates information to patients and families.
- Maintains physician’s surgical calendar.
- Ability to work in a fast-paced environment with deadlines.
- Completes all surgical forms and sends to surgical facility.
- Set the patient’s up for preadmission testing.
- Make postop appointments.
- Ensures all paperwork needed for surgery is received by the facility.
- Other duties as assigned by supervisor.

**Education, Experience, and Certification/Licensure Required:**
- A high school diploma/GED required.
- Knowledge of medical terminology.
- Excellent organizational skills.
- Ability to work independently with only general supervision.
- At least 2 years’ experience in a medical office setting preferred.
- Previous EMR experience preferred.

To apply for this posting, please submit your resume and cover letter to careers@orthopedicONE.com or fax to Attn: Human Resources at (614) 386-2090. If offered a position, candidate must be able to pass a pre-employment background check.

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