

	<b>Job Description</b>  <b>Surgery Coordinator</b>	<b>Effective Date:</b> 01/01/13  <b>Reports To:</b> <b>Director of</b> <b>Operations</b>  <b>Revision Date/s:</b> 06/01/2020,05/10/2022
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## **I. Job Summary**

Under the general supervision of the Director of Operations, courteously and efficiently receives patients and visitors; effectively processes and maintains patient information, physician schedules and communications. Receives physician orders for surgical procedures, and schedules surgery. Works to continually improve practice operations.

## **II. Essential Job Responsibilities**

Receives physician order for surgical procedure and schedules surgery; enters scheduled surgeries into practice management system.

Coordinates surgery schedule with orthopaedic implant representatives.

Documents all pertinent financial and insurance information obtained in electronic medical record and practice management system including medical clearances.

Notifies Patient Account Representative of any changes or issues identified with insurance.

Communicates surgery schedule information to patient.

Mails surgery information packet to patient.

Confirms case schedule accuracy with surgery center and hospitals.

## **III. Other Job Responsibilities**

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees.

Upholds strictest confidentiality.

**IV. Minimal Qualifications**

**Education**

High School Graduate

**Experience**

Two to Four Years.

**V. Independent Action**

Under general direction, functions independently in coordination of assigned duties. Refers to director as appropriate on clarification of practice policy and procedure.

**VI. Supervisory Responsibility**

None

**VII. Human Relations/Customer Communications**

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

**VIII. Personal Protective Equipment**

Personal Protective Equipment (PPE) is provided by practice and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

**IX. Occupational Exposure Statement**

Category III Exposure Statement: No risk for contact with blood and body fluids for these positions.

**X. Americans with Disability Act Statement**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

**XI. Statement**

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required personnel so classified.

**Review/Approvals:**

\_\_\_\_\_  
Jacquelyne Bryant  
Director of Operations.

\_\_\_\_\_  
Date

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date