



<https://www.halostaffing.com/position/medical-scheduler-2-2-2/>

## Medical Scheduler

### Description

#### Medical Schedulers needed for Family Practice

We are looking for dynamic and professional Medical Schedulers that have the dedication to providing exceptional customer service. Must be willing to go above and beyond to make our patient's feel cared for and create a concierge type feeling.

### Responsibilities

Duties will include taking inbound calls from multiple offices throughout Southern TX.

Schedule new and follow up care for patients, input patient demographics, verify insurance information and answer questions about our specialty medical practice. Must have the ability to provide 5-star customer service consistently.

### Qualifications

One year of experience handling inbound calls, medical scheduling and registration

Knowledge of phone etiquette and professional verbal and written skills

Previous call center/ centralized scheduling experience

Bilingual in one of the following:

English/ Spanish

English/ Mandarin

English/ Armenian

### Job Benefits

Health insurance  
Dental insurance  
Vision insurance  
Retirement plan

### Hiring organization

HALO Staffing Group

### Employment Type

Full-time, Temporary to Permanent

### Beginning of employment

5/18/2020

### Duration of employment

Long Term

### Industry

Healthcare/ Medical Office

### Job Location

San Antonio, Texas

### Working Hours

Full Time: Monday - Friday

### Base Salary

\$ 16 - \$ 19

### Date posted

May 12, 2020

### Valid through

17.07.2020