



JOB POSTING

Scheduler Super Shot, Inc.

We are looking for a qualified, community-minded person to fill a part time Scheduler position.

**Schedule:
Monday-Friday 9a-4p**

Qualifications

- Must be 18 years of age or older
- High school diploma
- Fluent in Spanish preferred, but not required
- Experience in a medical office/clinical setting preferred, but not required
- Willing to learn accepted principles, practices, and schedules for immunizations
- Ability to work independently and without direct supervision
- Ability to effectively communicate, work with, and relate to individuals and children
- Ability and flexibility to continually update professional knowledge
- Ability to properly maintain needed paperwork
- Ability to maintain confidentiality of all records and information
- Must agree to a police background check
- Must agree to comply with Super Shot's uniform guidelines

Duties

- Answer phones and check voicemails during scheduled hours
- Collect patient health and insurance information over the phone
- Direct vaccination questions and concerns to nursing staff
- Schedule patient appointments via Electronic Medical Record platform
- Reschedule patient appointments as needed
- Communicate clinic schedule issues with Clinical Manager
- Print and prepare consents for weekly clinics
- Work with billing personnel to determine patients' insurance eligibility
- Assists with the filling out forms and preparing immunization information for Nursing staff
- Attends in-service programs and professional education workshops as required
- Assist with billing duties including handling cash and processing credit cards

INTERESTED?

Email us at staci.kaczmarek@supershot.org