

Patient Appointment Coordinator: Lake Charles

Responsible for demonstrating positive customer relations in cordially greeting patients on the telephone and responding to their appointment and information needs in a timely manner. As the first representative of The Eye Clinic that the patients and customers have contact with, schedulers are responsible for demonstrating caring, professional conduct at all times. Must have effective verbal communication skills. Must learn the computer system and demonstrate strong attention to detail when performing medical records responsibilities.

This job requires a high school education or equivalent, demonstrated keyboard skills and the ability to work in a positive customer service manner with the general public; medical terminology training and previous Office Suite experience preferred; outstanding telephone etiquette and skills. Must demonstrate the ability to learn necessary computer systems. Strong verbal communication skills and excellent organizational skills are required.