



# Marshfield Medical Center Dickinson

## AFSCME-REPRESENTED POSITION

**Posting Number:** 202310143

**Date/Time Posted:** Thursday, November 16, 2023 @ 10:30am

**Date/Time Removed:** Tuesday, November 21, 2023 @ 10:30am

<b>Position Title:</b>	Urology Scheduling Coordinator
<b>Unit:</b>	Urology (Physician Services)
<b>Employee Status:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Training <input type="checkbox"/> Relief
<b>Hours:</b>	7:30a-3:30p, 8a-4p, 8:15a-4:15p, 8:30a-4:30p, or as assigned
<b>Overtime:</b>	12+ hours in 1 day or 40+ hours in 1 work week
<b>Starting Rate:</b>	Sch 2: \$18.06

*If candidate does not meet the experience requirement, HR/manager may choose to waive this requirement and award as a "training" posting.*

**If you are interested in this position, please see the attached job description, sign below, and submit a current resume to [Alyssa.Blagec@dchs.org](mailto:Alyssa.Blagec@dchs.org).**

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**FOR HR'S USE ONLY**

**Awarded To:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_

Dickinson County Healthcare System	Job Description
<b>Job Title:</b> Urology Scheduling Coordinator  <b>Job Code:</b>  <b>Grade:</b>	<b>Department:</b> Physician Services  <b>Bargaining Unit Status:</b> <b>Non Union</b> <input type="checkbox"/> <b>AFSCME</b> <input checked="" type="checkbox"/> <b>MNA</b> <input type="checkbox"/>  <b>Wage/Hour Status:</b> <b>Exempt</b> <input type="checkbox"/> <b>Non Exempt</b> <input checked="" type="checkbox"/>
<p><b>Summary:</b> Manages daily office activity and assists with scheduling in accordance with patients', physicians', and staff schedules. Understands and coordinates smooth patient flow processes in the clinic and hospital relative to all patient care and access areas, while providing exceptional customer service and fostering relationship building.</p> <p><b>Reports To:</b> Specialty Clinics Practice Manager</p> <p><b>Titles Supervised:</b> None</p>	
<p><b>Essential Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Possesses understanding of Urology procedures and serves as the main point of contact for all surgery, biopsies, ultrasound, PATT, cardiac clearance, and anesthesia scheduling logistics for Urology. Efficiently coordinates all services related to Urology with other hospital departments. Blocks provider's schedule to coincide with time off.</li> <li>2. Exercises judgement in prioritizing requests and directing callers to the appropriate personnel efficiently and professionally. Always ensures privacy and security of protected health information and provides assistance, guidance, and directions to patients, visitors, and staff within the clinic.</li> <li>3. Documents and maintains all data related to Urology scheduling. Preps charts and PBBs to ensure smooth clinic operations and accurate maintenance of medical information prior to patient visit. Handles record retention for the clinic.</li> <li>4. Registers patients upon arrival; collects payments and assures that billing requirements are met; completes insurance verifications; and rooms patients as needed.</li> <li>5. Utilizes and maintains office supplies and equipment cost-effectively and safely.</li> <li>6. Utilizes vast knowledgebase to train specialty clinic Receptionists; assign tasks to other clerical staff based on daily needs; and coordinate clerical coverage with clinic leadership to assure coverage based on volumes.</li> <li>7. Perform other duties as assigned.</li> </ol>	
<p><b>Minimum Qualifications:</b></p> <p><b>Education:</b> High school diploma required. Associate degree in Healthcare Admin, Business Admin, or related field preferred.</p> <p><b>Experience:</b> Must have at least one year of experience in a medical setting performing scheduling duties (preferably with electronic medical record and scheduling software). Must have knowledge of medical terminology and insurance practices related to a medical setting gained through formal education or experience. Experience in Urology or related specialty desirable.</p> <p><b>Other:</b></p>	
<p><b>Knowledge/Skills/Abilities:</b></p> <p>Strong communication and interpersonal skills, with the ability to interact effectively with patients, medical staff, and other stakeholders. Exceptional organizational and time management abilities to handle multiple tasks simultaneously and prioritize effectively in a fast-paced environment. Ability to maintain patient confidentiality and adhere to all HIPAA regulations. Strong attention to detail and accuracy in recording and managing patient information. Ability to work independently and collaboratively as part of a multidisciplinary healthcare team.</p> <p><b>Physical and Mental Demands:</b> (See Back of Page)</p> <p><i>This description of job responsibilities is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.</i></p>	


<b>Dickinson County Healthcare System</b>	<b>Essential Physical and Mental Requirements</b>
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Physical Demands	Continuous Over 70%	Frequent 40%-69%	Occasional 15%-39%	Rarely Up to 15%
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Lowering				
1-15 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Hand/Eye Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Acuity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mental Demands	Continuous Over 70%	Frequent 40%-69%	Occasional 15%-39%	Rarely Up to 15%
Concentration on Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention Span of 1+ hours on a task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to Remember multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working Conditions	Continuous Over 70%	Frequent 40%-69%	Occasional 15%-39%	Rarely Up to 15%
Exposure to blood and body fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to toxins, cytotoxins, poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme heat, cold, temp fluctuations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Issued: 10/27/2023	Date Revised:
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DocuSigned by:  
  
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11/9/2023