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## Scheduling Specialist

### Job Description

**Carient Heart and Vascular** is a leading cardiovascular group of 13 Cardiologists 1 Vascular Surgeon and 4 mid-level providers in Northern Virginia. We value professional growth, quality colleagues, in a well-established successful group practice; dedicated to providing our patients with the highest level of care.

We are looking for a friendly, professional, experienced **Scheduling Specialist** to join our patient focused team of professionals at our cardiovascular practice in **Manassas, VA**.

Carient Heart and Vascular is an Equal Opportunity Employer. We offer competitive salary and benefits.

### Primary Responsibilities include:

- Provide exceptional customer service and support to all patients and referring providers.
- Responsible for providing friendly, professional, and efficient telephone communication.
- Accurate registration and verification of demographic information in the Electronic Medical Record (EMR).
- Identify accepted insurance plans
- Schedule diagnostic testing, patient consultation and office visit appointments.
- Communicate patient messages to clinical triage team by email through EMR.

### Requirements:

- High School diploma or equivalent required
- Minimum 1-year medical office experience required
- Exceptional communication skills
- Prior experience with Electronic Medical Record (EMR) required
- Proficient with computer hardware and software applications (ie PC, fax, scanner, Windows 10, Office 2013 or newer)
- Ability to multi task
- Detail oriented
- Excellent customer service skills and positive attitude are a must
- Call center /scheduling experience is a plus
- Job Type: Full-time

Please contact Amanda Hogue if you are interested in learning more about this opportunity, or send direct resume to [ahogue@carient.com](mailto:ahogue@carient.com)