

## **JOB DESCRIPTION**

**POSITION:** Surgical Coordinator

**DEPARTMENT:** Operations

**REPORTS TO** **Operations Director (daily direction from Physician)**

**JOB SUMMARY:** Responsible for assisting the patient with all aspects of surgery and to promote patient-confidence in their medical care and make the surgical experience as smooth as possible. Acts as a liaison between the office, surgical facility, patient and primary care physician. Responsible for coordinating all physician schedules and non-clinic needs.

Surgery coordinators are typically assigned to one or two physicians and may be called upon to work with other physicians.

## **EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent; some college preferred.
2. Experience in a surgical scheduling preferred.
3. Experience scheduling MRI's preferred
4. C.O.A. helpful.

## **ESSENTIAL SKILLS AND ABILITIES:**

1. Excellent communication and interpersonal skills.
2. Well-organized, with strong attention to detail.
3. Creative problem solving skills.
4. Demonstrated ability to meet deadlines.
5. Ability to work independently and as a team member.
6. Demonstrated computer literacy.

7. Able to meet patient surgical scheduling volumes as established by physician.

### **RESPONSIBILITIES: SURGICAL**

1. Act as an effective liaison between the patient, surgeon, primary care physician, and the surgical facility in all aspects of pre-operative preparations.
2. Schedule all patient surgeries and pre-operative appointments, including those with the patient's primary care physician if necessary, surgical facility, ophthalmologist or technician.
3. Schedule post-operative appointments as appropriate.
4. Notify patient of all scheduled appointments.
5. Prepare surgery folders and post-op kits.
6. Maintain pre-operative eye drop log for dispensed patients' drops.
7. Maintain contact with surgical company representatives.
8. Collect all pertinent information for upcoming surgery, such as postings, lens orders, insurance, H&Ps, signed consent forms, and any other paperwork or information pertinent to the surgery and transfer to surgical facility.
9. Answer all telephone inquiries from patients, their families, or primary care physicians concerning surgery and/or related concerns.
10. Communicate pre-operative education with patients and/or designated family members to include eye drops and pre-surgery instructions.
11. Knowledge of all procedures (medically necessary and elective) for education to patients and family members.
12. Knowledge of all surgeon's workflow in order to assist in scheduling when necessary.
13. Perform other tasks as assigned.

### **RESPONSIBILITIES: PHYSICIAN ADMINISTRATIVE ASSISTANT**

1. Maintain calendar for physician to include days out of office; out of surgery, etc. and communicate to other staff as necessary.



2. Work with administrative assistant in maintaining continuing education credits for physician.
3. General knowledge of clinic and clinical schedule.
4. Remain attentive to sub-specialty needs.
5. Perform other tasks as assigned

Prolonged sitting. Movement around facility is required when guiding patients to and from the areas.

Use of telephone throughout the day.

Travel between facilities when and as needed.

Must be able to work between the hours of 7:30 am until 6:00 pm Monday - Friday

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