



# APPOINTMENT SCHEDULING ASSISTANT

## **FULL TIME POSITION**

**HOURS:** M-F (8:00 AM – 5:00 PM)

**REPORTS TO:** Director of Clerical Services

**SALARY:** Commensurate with Experience

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** High school diploma or equivalent, College credit hours preferred

**REQUIRED EXPERIENCE OR SKILLS:** Computer literacy, medical terminology, keyboarding, communication and organizational skills. Bilingual in English/Spanish beneficial.

**POSITION DUTIES/RESPONSIBILITIES:** Schedule appointments from doctor call line. MyChart appointment scheduling requests. Schedule/cancel/reschedule patient appointments. Update patients' personal and insurance information. Take and forward messages as necessary. Comply with all regulations related to patient confidentiality. Other duties as assigned by supervisor

**TO APPLY:** Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.