



Hospital Medical Scheduler

Kimberly Thompson

Professional summary

Experienced and detail-oriented Hospital Medical Scheduler with over 10 years of experience managing patient appointments, coordinating with medical staff, and utilizing industry-standard scheduling software. Adept at working in fast-paced environments while maintaining a focus on patient care and scheduling accuracy.

Experience

Medical Scheduler

June 2019 - Now

St. Mary's Medical Center / Denver, CO

- Manage over 60 patient appointments daily, ensuring accuracy and minimal wait times for patients.
- Coordinate schedules for 12 physicians across multiple specialties including cardiology, orthopedics, and pediatrics.
- Utilize Epic and Meditech software to update patient information, schedule follow-up appointments, and resolve scheduling conflicts.
- Answer phone calls and emails to assist patients with scheduling, insurance verification, and inquiries about procedures.
- Work closely with the billing department to ensure accurate coding and timely patient invoicing.

Medical Office Assistant


August 2015 - May 2019


Pineview Family Clinic / Denver, CO


- Assisted with scheduling patient appointments, maintaining accurate medical records, and processing insurance claims.
- Provided front-office support, including answering phone calls, greeting patients, and ensuring a smooth check-in process.
- Supported the office manager with organizing patient flow and daily operations.

Professional Development

- Attended Medical Office Administration Conference – Denver, CO (September 2024)
- Completed a Medical Terminology Refresher Course – University of Colorado (July 2023)

 (303) 555-1234

 kimberly.thompson@email.com

 Denver, CO

Education

Associate of Science in Health Administration

University of Colorado, Denver, CO

Graduated: May 2015

Skills

Proficient in Epic, Meditech, and Microsoft Office Suite



Knowledgeable in HIPAA regulations and patient confidentiality



Strong communication and customer service skills



Ability to multitask and work in a fast-paced environment



Courses

CPR and First Aid

2022

American Heart Association

Certified Medical Scheduler (CMS)

2019

National Healthcareer Association