Medical Scheduler

credenza

Candidate Evaluation Form

Candidate Name		**Interviewer**	
Position Title	*Medical Scheduler*	**Interview Date**	
Desired Salary		**Interview Start Time**	
Available Start Date		**Interview End Time**	

Rating Scale Responses	Interviewer Recommendation
1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding **Total Score: _____**	☐ Hire ☐ Needs additional interview ☐ Possible fit for different position ☐ Do not hire but keep on file ☐ Do not hire **Comments:**

Questions	Rating	Notes
What past experiences have prepared you to become a medical scheduler?		
What types of scheduling software are you familiar with?		

How would you handle last-minute patient or provider cancellations?		
How would you handle a phone call with a patient who is upset about getting a later appointment slot?		
What would your process for sending follow-up reminders to patients look like?		
Describe your approach to staying organized during a busy day of scheduling multiple patients.		
What steps do you take to maintain patient privacy and confidentiality?		
Additional Questions:		