Medical Scheduler

credenza

Job Description Template

Want to take the next step in your medical scheduler career? At *[facility name]*, we're looking to hire an experienced scheduler for our downtown acute care hospital.

As part of our centralized staffing team, you'll be working alongside healthcare leaders such as administrators, nurse managers, and charge nurses to evaluate daily staffing needs. You'll also be responsible for creating daily nurse schedules, processing vacation requests, and verifying time clock records.

If this sounds like a position you'd be interested in, continue reading below as we outline the salary, benefits, and scheduling options we offer to our employees.

Benefits

- Medical, dental, and vision benefits
- FSA/HSA options
- Paid vacation/holiday/family leave
- 401(k) matching
- Life insurance
- Continuing education benefits
- Subsidized public transportation

Duties and Responsibilities

Medical schedulers at our facility are expected to perform the following duties:

- Forecasting staffing needs
- Organizing daily nursing schedules
- Overseeing patient census numbers and ensuring safe patient ratios
- Responding to staff sick or late calls and making adjustments to the schedule as needed
- Collaborating with partnering staffing agencies to fill schedule gaps

Compensation and Shifts

- Full-time (36 hours per week), 5a-5p
- Hourly rate starts at $21/hour, with adjustments made for relevant education and experience
- Overtime, night shift, and holiday pay available
- Bi-weekly or weekly pay periods

Skills and Qualifications

Required Qualifications:

- High-school diploma required, associates or bachelors degree preferred
- At least 2 years of experience working in a healthcare setting
- Familiarity with navigating medical scheduling software and electronic medical record (EMR) systems
- Previous experience working with hospital administration, multidisciplinary clinical teams, and external staffing partners
- Excellent conflict resolution, communication, and time-management skills

Take the Next Step in Your Career With Our Team

Ready to take the next step in joining our administrative team? Apply now through our online portal — the application takes less than 10 minutes. We look forward to hearing from you.