



## NH Job Posting

# Scheduler 40 Hours

Are you a compassionate, motivated person who strives to make everyone you meet feel at home and cared for? If so, we want you on our team!

Neighborhood Health is looking for a Scheduler, 40 hours per week. You will get to be a part of a team-oriented, supportive environment with no weekend shifts, paid holidays, and an attractive benefits package.

As a member of our growing team you will enjoy a fun and diverse community of health care professionals whose goal is to improve access to health care in our community and surrounding areas.

### What you get to do:

- Operates clinic switchboard/phone system
  - Answers all phone calls in a prompt, pleasant, and helpful manner.
  - Greets the public and answers questions, directions, etc.
- Coordinates schedules and enters patient appointments into computerized appointment scheduling system quickly, accurately, and according to Clinic policy.
- Maintains and updates current information on patient files and schedules.
- Calls or sends letters in order to remind patients of future appointments, reschedule, or cancel appointments as necessary.
- Keeps accurate information concerning physician work schedules

Full time position with benefits. High School Diploma or GED required. Advanced medical/dental office training preferred. Minimum of one year in office setting; preferably in medical/dental clinic setting. Experience with Windows based computer programs. Prefer experience with medical/dental practice management systems. Additional appropriate education may be substituted for one year of work experience. Bilingual preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.