

# SARAH WELLS



## SURGERY SCHEDULER

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**Address:** United States, Miami, FL

Detail-oriented and dedicated Surgery Scheduler with experience coordinating orthopedic procedures. Skilled in patient scheduling, insurance verification, and ensuring smooth pre-operative processes. Seeking to contribute my expertise in a dynamic orthopedic surgery practice.

### EXPERIENCE

January 2021 - Now	Miami Orthopedic Center / Miami, FL
Orthopedic Surgery Scheduler	<ul style="list-style-type: none"><li>Schedule over 50 orthopedic surgeries per month, coordinating between surgeons, patients, and medical staff to ensure smooth operations.</li><li>Verify insurance details and obtain pre-authorizations for surgical procedures.</li><li>Provide patients with pre-surgery instructions and follow-up reminders.</li><li>Ensure all necessary medical records and surgical documents are prepared ahead of surgery.</li></ul>
June 2018 - December 2020	North Miami Health System / Miami, FL
Surgical Scheduler	<ul style="list-style-type: none"><li>Managed scheduling for a busy surgical department, ensuring that patients were scheduled in accordance with surgeon availability.</li><li>Assisted with surgical coding and insurance claim submission for procedures.</li><li>Trained new staff on scheduling software and procedures.</li></ul>

### EDUCATION

Associate Degree in Health Administration	Miami Dade College / Graduated: May 2018
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### SKILLS

Expertise in orthopedic procedures	Expert	Proficient in scheduling software (Epic, Cerner)	Expert
Strong communication and interpersonal skills	Expert	Knowledge of insurance processes and pre-authorization	Expert
Ability to handle high-pressure situations	Expert		