



Patient Scheduler – St. Luke’s 0004

Busy ENT office is seeking a full-time Patient Scheduler. Our Patient Schedulers are the first point of contact for our new patients, we are looking for friendly people that are able to put patient satisfaction as their top priority.

Duties include, but are not limited, to the following:

- Answer patient calls
- Set up appointments per each doctor’s request
- Collect and enter patient information
- Schedule follow-up appointments as needed

Qualified candidates will have at least two (2) years of customer service experience in the medical industry and a minimum of one (1) year of EMR experience.

If this is you, please reply with a cover letter and your resume.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

*ENT Associates | ENT NOW | ENT & Allergy of Southeast Missouri | Metro Ear, Nose & Throat Group
Pediatric Otolaryngology | St. Louis ENT Health | Town & Country ENT | The Voice & Swallowing Center*