

Maram Ibach

Medical Scheduler

Details

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(401) 682-1190

1234 Bluegrass Lane, Louisville, KY 40201

Profile

Dedicated Medical Scheduler with 1 year of experience in managing and coordinating patient appointments and schedules for healthcare facilities. Demonstrates excellent communication skills, strong attention to detail, and ability to prioritize tasks in a fast-paced environment. Proficient in medical software systems, HIPAA compliance, and maintaining collaborative relationships with patients, medical professionals, and insurance providers. Committed to ensuring efficient patient flow and timely access to care.

Employment History

Medical Scheduler at Advanced Lifeline Services, KY

May 2023 - Present

- Successfully scheduled and coordinated over 1,000 medical appointments per month for patients at Advanced Lifeline Services, KY, contributing to a 20% increase in patient satisfaction rates.
- Streamlined appointment scheduling process by implementing an efficient online booking system, resulting in a 30% reduction in patient wait times and a 15% increase in overall clinic efficiency.
- Managed appointment cancellations and rescheduling for over 500 patients during the COVID-19 pandemic, ensuring timely care and minimizing disruption to clinic operations.
- Collaborated with a team of healthcare professionals to develop and implement a new patient triage system, reducing patient wait times by 25% and improving the overall quality of care provided.

Medical Scheduler Assistant at Kentucky Medical Scheduler Services, KY

Jul 2022 - Mar 2023

- Successfully scheduled over 1500 medical appointments per month, ensuring timely access to care for patients in the Kentucky region.
 - Streamlined appointment scheduling process by implementing a new online booking system, resulting in a 25% reduction in administrative workload for staff and a 15% increase in patient satisfaction scores.
 - Coordinated with a team of 10 medical professionals to manage an efficient daily schedule, reducing average patient wait times by 20% and increasing the number of appointments available each day by 10%.
 - Developed and conducted a training program for new hires, resulting in a 30% decrease in onboarding time and a consistently high level of scheduling accuracy across the team.
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Education

Associate of Applied Science in Medical Office Administration at
Bluegrass Community and Technical College, Lexington, KY

Aug 2018 - May 2022