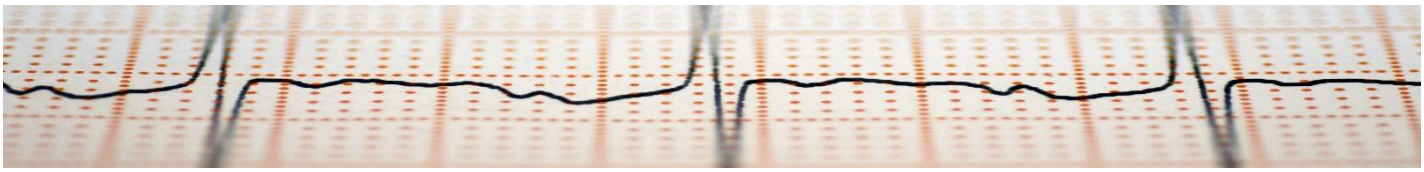

Anesthesia Services Provider Scheduler -Full-Time | Hartsdale, NY

Job Description

Singular Anesthesia Services, PLLC is a growing anesthesia practice seeking an experienced and highly organized **Anesthesia Services Provider Scheduler** to join our Hartsdale, NY office. Experience within the medical, healthcare, surgical, or anesthesia industry is strongly preferred.

The Anesthesia Services Provider Scheduler is responsible for coordinating and maintaining anesthesia provider coverage across multiple hospitals, ambulatory surgery centers, physician offices, and other contracted facilities. This position serves as a central point of communication between anesthesia providers, practice administration, facility staff, and surgical offices to ensure appropriate and reliable anesthesia coverage.

The ideal candidate is highly organized, detail-oriented, responsive, and comfortable managing complex schedules in a fast-paced healthcare environment where priorities and staffing needs can change quickly.

Key Responsibilities

- **Provider Scheduling:** Assign anesthesiologists and other anesthesia providers to facilities and cases based on provider availability, credentials, privileges, subspecialty expertise, facility requirements, and anticipated case volume.
- **Calendar Management:** Maintain accurate daily, weekly, and monthly provider schedules across multiple hospitals, surgery centers, physician offices, and other clinical locations.
- **Schedule Adjustments:** Respond promptly to add-on cases, cancellations, provider call-outs, facility changes, emergencies, and other last-minute scheduling needs.
- **Coverage Management:** Proactively identify potential coverage gaps and coordinate appropriate provider coverage to support uninterrupted anesthesia services.
- **On-Call Scheduling:** Develop, maintain, and distribute on-call schedules and rotations to ensure appropriate after-hours, weekend, and holiday coverage across contracted locations.
- **Communication & Coordination:** Serve as a primary scheduling liaison between Singular administration, anesthesia providers, surgeons' offices, hospital OR teams, ambulatory surgery centers, and other facility contacts.
- **Schedule Change Communication:** Communicate scheduling changes promptly and accurately to affected providers and facilities through phone, email, calendar, and scheduling platforms. Confirm receipt when changes are urgent or time-sensitive.
- **Conflict Resolution:** Identify and resolve scheduling conflicts, double-bookings, provider shortages, coverage gaps, and other scheduling issues before they affect operations or patient care.
- **Credentialing & Privilege Awareness:** Coordinate assignments with consideration for each provider's active credentials, privileges, and approved facilities and procedures.

- **Scheduling Compliance:** Ensure provider assignments are consistent with applicable facility requirements, hospital bylaws, contractual obligations, and anesthesia coverage requirements.
- **Scheduling Systems:** Maintain accurate scheduling information within Google Calendar, practice management systems, EMR/EHR platforms, and other scheduling technology utilized by the practice.
- **Reporting:** Prepare provider schedules, staffing summaries, coverage reports, and other scheduling information requested by practice leadership to assist with operational planning and staffing decisions.
- **Administrative Support:** Assist practice leadership with additional scheduling and operational responsibilities as needed.

Qualifications

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- **2–4+ years of scheduling experience** in a healthcare, surgical, anesthesia, physician practice, or similar medical environment strongly preferred.
- Experience coordinating schedules for physicians or other healthcare providers preferred.
- Familiarity with medical terminology, particularly surgical and anesthesia-related terminology.
- Familiarity with healthcare CPT/ICD coding is a plus.
- Experience with scheduling or healthcare platforms such as QGenda, Epic, Cerner, or similar systems is a plus.
- Proficiency with Google Calendar, Microsoft Office, email, EMR/EHR systems, and scheduling software.
- Exceptional organizational skills and attention to detail.
- Strong ability to manage multiple schedules, deadlines, and rapidly changing priorities.
- Excellent written and verbal communication skills.
- Strong interpersonal and customer service skills when communicating with physicians, healthcare professionals, facilities, and internal staff.
- Ability to anticipate scheduling conflicts and proactively develop solutions.
- Ability to remain calm, professional, and solutions-focused in a fast-paced environment.
- Dependable, responsive, and able to handle confidential information appropriately.

Work Environment

- Primarily office-based in our **Hartsdale, NY** location.
- Regular phone, email, and electronic communication with anesthesia providers, hospitals, surgery centers, physician offices, and practice leadership.
- Fast-paced environment requiring frequent coordination and schedule adjustments.

Physical Requirements

- Prolonged periods of sitting and computer use.
- Frequent telephone and electronic communication.
- Occasional standing, walking, and light lifting.

Compensation & Total Rewards

Annual Salary: $55,000+

Singular Anesthesia Services offers a generous benefits package, including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Disability insurance
- AD&D insurance
- Health Savings Account (HSA)
- 401(k) Plan
- Profit sharing
- Paid Time Off (PTO)
- Paid sick time
- Paid holidays

Position Details

Schedule: Monday–Friday, 9:00 AM–5:00 PM
Employment Type: Full-Time
Location: Hartsdale, NY
Reports To: Senior Practice Operations Manager

About Singular Anesthesia Services, PLLC

Founded, owned, and operated by Board-Certified Physician Anesthesiologists since 2015, **Singular Anesthesia Services, PLLC** provides a turnkey, solutions-based approach to anesthesia management focused on delivering reliable anesthesia services and exceptional patient care.

Learn more at **www.singularanesthesia.com**.

Singular Anesthesia Services is an equal opportunity employer. We welcome and encourage qualified applicants of all races, colors, religions, sexes, genders, sexual orientations, national origins, ages, disabilities, veteran statuses, and other characteristics protected by applicable law.