



Surgical Scheduler- Anesthesia Practice – Full-time – Hartsdale, NY

Job Description

Singular Anesthesia Services is a growing medical firm seeking an experienced Surgical Scheduler for our Hartsdale Office. Experience within the medical or healthcare industry desired.

The Surgical Scheduler coordinates surgical procedures, bridging the gap between patients, surgeons, hospital staff, and insurance providers. This role manages complex, multi-location calendars and ensures every case has qualified anesthesia coverage in place well ahead of the procedure date.

Responsibilities:

- **Scheduling:** Assign Anesthesiologists to the facilities and case types they are credentialed and privileged to cover, balancing provider availability, subspecialty expertise, and facility volume.
- **Calendar Management:** Maintain and update daily, weekly, and monthly schedules across multiple hospitals, surgery centers, and clinic sites, adjusting in real time for add-on cases, cancellations, and emergencies.
- **Documentation:** Secure and maintain accurate records of provider schedules, locations, and approved time off.
- **Liaison:** Act as the central point of contact between the administration office, surgeons' offices, hospital OR staff, and anesthesia providers, relaying schedule changes and resolving conflicts quickly.
- **Compliance:** Ensure all scheduling assignments comply with hospital bylaws, payer contracts, and state/facility-specific anesthesia coverage requirements.
- **On-Call Management:** Build and distribute on-call rotations, ensuring adequate after-hours and weekend coverage across all contracted sites.
- **Conflict Resolution:** Identify and resolve double-bookings, coverage gaps, or provider overtime issues before they impact patient care.
- **Communication:** Notify providers of schedule changes promptly via phone, email, or scheduling software, and confirm receipt for time-sensitive updates.
- **Technology Use:** Maintain scheduling accuracy within practice management or EHR-integrated scheduling systems (e.g., Epic, QGenda, or similar platforms).
- **Reporting:** Generate schedule summaries and coverage reports for practice leadership to support staffing and budgeting decisions.

Qualifications :

- High school diploma or equivalent (Associate's or Bachelor's degree preferred)
- 2-4+ years of scheduling experience in a healthcare, surgical, or anesthesia setting strongly preferred.
- Familiarity with medical terminology, particularly surgical and anesthesia-related terms. and healthcare CPT/ICD coding

- Experience with scheduling software (QGenda, Epic, Cerner, or similar) a plus.
- Strong organizational skills with the ability to manage multiple, shifting priorities.
- Excellent written and verbal communication skills.
- Ability to remain calm and solutions-focused under time pressure
- Proficiency with Google calendar, EMR systems, scheduling software, and Microsoft Office
- Strong organizational and multitasking skills
- Excellent communication and customer service abilities

Work Environment:

- Primarily office-based with regular phone and email communication with hospital and surgical staff.

Physical Requirements:

- Prolonged sitting and computer use
- Occasional standing, walking, and light lifting

Total Rewards:

- Annual Salary = \$55,000
- Generous benefits package, including:
 - Health, life, vision, dental, disability, and AD&D insurance
 - Health Savings Accounts
 - 401(k) Plan • Profit sharing
 - PTO, Sick & Holidays

Hours: Monday – Friday - 9:00am to 5:00pm

Location: Hartsdale, NY

Reports to: Sr. Practice Operations Manager

About Singular Anesthesia Services, PLLC

Founded, owned and operated by Board Certified Physician Anesthesiologists since 2015, Singular (www.singularanesthesia.com) provides a turnkey, solutions-based approach to anesthesia management so patients can get the best care possible. We welcome and encourage applicants of all races, colors, genders, religions, sexual orientations, national origins, and disabilities, as well as those who have served.