

# Surgery Center Coordinator

Bigfork Valley Surgery Center/ \$20.05 - \$29.39/ Full-Time  
258 Pine Tree Drive, Bigfork, MN, United States

## Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given
- Shift Differential

## Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given
- Shift Differential

## Job Summary

- The Surgery & Outpatient Coordinator for the Surgical Department is responsible for, but not limited to, scheduling patients and compiling confidential patient records for surgical in and outpatient procedures and clinic appointments; assisting with administrative correspondence, documentation and report compilation, and assisting with resource and staff scheduling.
- Organizes and schedules appointments, confidential procedures/surgeries/labs/x-rays, dietary, P.T., etc. for surgical and outpatient services.
- Greets all incoming patients, visitors, and vendors in an appropriate manner, directing them to appropriate care areas. Monitors the waiting room and alerts staff to needs as appropriate.
- Compiles and files confidential patient information in a systematic order as it becomes available.
- Interacts with all levels of staff and management, physicians, patients and families to obtain confidential information and properly schedule services.
- Works closely with the Director of Surgical & Outpatient Services and Acute Care DON.

## **Job Summary** *continued*

- Assists Infection Control Nurse with post-operative infection control surveillance tracking for all post-surgical patients.
- Completes and maintains monthly departmental audits to monitor service volumes.
- Assists in completing audits and data aggregation for quality improvement projects as directed by the Director of Surgical & Outpatient Services.
- Maintains inventory of department and kitchenette supplies and completes routine ordering and reconciliation of supply inventory.
- Coordinates and implements endoscopy follow-up and call back according to surgeon's recommendations.
- Uses independent judgment and clinical knowledge to accommodate special requests from internal and external customers.
- Works closely with admissions and medical records, both clinic and hospital, regarding private patient information to derive patient labels, face sheets, history and physical, clinic notes, and other necessary information to process patients.
- Prepares patient charts with accurate records according to surgical procedure/clinic appointment.
- Answers telephone and patient lights and provides information or relays messages to surgical staff.
- Distributes mail and faxes to appropriate departments/clinics/or other medical institutions.
- Distributes surgical schedules with necessary departments and contracted staff, assists the Director of Surgical & Outpatient Services in resolving scheduling conflicts, and communicates changes as necessary.
- Transports patients in wheelchairs or conveyance to locations within the facility.
- Assists nurses with minimal direct patient care as needed.
- Assists Director of Surgical & Outpatient Services with staff and resource scheduling as needed.
- Participates as an active member of committees and/or workgroups as assigned.
- Performs additional duties as assigned by the Director of Surgical & Outpatient Services.
- Deals constructively with conflict situations; acts to promote cooperation and consensus building.
- Consistently maintains a positive, constructive attitude; demonstrates awareness, concern, confidentiality, support, and responsibility for the success of Bigfork Valley Hospital.
- Exhibits and upholds work-related behaviors that are in accordance with the general rules and procedures of Bigfork Valley Hospital as well as relevant professional codes of ethics, which reflect an appropriate role model for other employees.
- Supports and works toward the accomplishment of the mission, vision and goals of Bigfork Valley Hospital; actively supports quality improvement initiatives; represents Bigfork Valley Hospital in a positive manner in interactions with customers, business partners and the public at large.
- All other duties as assigned.

## **About the Position**

- Full-Time
- Days
- No weekends
- On-Site at Bigfork Valley

## Qualifications

- Two-year certification from college or technical school in healthcare or a related field required, or a minimum of two years related experience in a surgical setting
- Evidence of computer skill proficiency, including the ability to navigate Excel, Word, Teams, PowerPoint, and other programs.
- Proof of successful completion of medical terminology course and computer Excel, Windows courses or willing to obtain within the first three months of employment.

\*The hourly wage for this position is \$20.05/hour to \$29.39/hour, with a median wage of \$24.72/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability