



LPN Surgical Scheduler – Joint Replacement Orthopedic Surgeon

Position Summary

The LPN Surgical Scheduler is responsible for coordinating all aspects of the surgical scheduling process for a Joint Replacement Orthopedic Surgeon. This position combines clinical nursing knowledge with administrative expertise to ensure patients are medically optimized, educated, and fully prepared for surgery. The LPN serves as the primary liaison between the patient, surgeon, hospitals, anesthesia providers, primary care physicians, specialists, and insurance companies to facilitate a seamless surgical experience.

This position requires exceptional organizational skills, attention to detail, excellent communication, and the ability to manage multiple priorities in a fast-paced orthopedic practice.

Essential Duties and Responsibilities

Surgical Coordination

- Schedule elective and urgent orthopedic surgical procedures.
- Coordinate operating room dates with hospitals and ambulatory surgery centers.
- Obtain and verify all necessary surgical authorizations and referrals.
- Schedule pre-operative and post-operative appointments.
- Coordinate surgical equipment, vendor representatives, and special instrumentation.
- Confirm availability of operating room time and surgeon schedules.
- Ensure all required surgical documentation is complete prior to surgery.

Clinical Responsibilities

- Review patient medical histories and identify pre-operative requirements.

- Coordinate medical clearance appointments with primary care physicians and specialists.
- Review laboratory results, EKGs, imaging studies, and other diagnostic testing for completeness.
- Monitor completion of pre-operative testing and communicate deficiencies to providers.
- Educate patients regarding:
 - Joint replacement procedures
 - Pre-operative instructions
 - Medication management
 - Infection prevention
 - Hospital expectations
 - Recovery process
 - Durable medical equipment
- Answer clinical questions within LPN scope of practice and refer complex concerns to the physician.

Patient Care Coordination

- Serve as the primary contact for surgical patients from scheduling through recovery.
- Maintain ongoing communication with patients regarding surgical timelines and requirements.
- Coordinate with hospitals, rehabilitation facilities, physical therapy departments, and home health agencies as needed.
- Assist patients in obtaining required medical clearances and completing necessary paperwork.
- Document all patient interactions accurately within the electronic medical record.

Documentation & EMR

- Utilize **AthenaOne EMR** to:
 - Document patient communications

- Track surgical scheduling
- Review and upload medical records
- Monitor completion of pre-operative requirements
- Coordinate provider documentation
- Ensure all surgical documentation is accurate, complete, and compliant with regulatory standards.

Insurance & Authorizations

- Obtain prior authorizations for surgical procedures when required.
- Verify insurance eligibility and benefits.
- Coordinate with insurance companies regarding approvals and required documentation.
- Maintain accurate records of authorizations and approvals.

Communication

- Communicate effectively with:
 - Physicians
 - Advanced Practice Providers
 - Hospital surgical staff
 - Primary care providers
 - Specialists
 - Physical therapy departments
 - Medical equipment vendors
 - Patients and family members
- Maintain professionalism and confidentiality in all communications.

Compliance

- Maintain patient confidentiality in accordance with HIPAA regulations.
- Adhere to OSHA and infection control standards.
- Follow all Mountain Valley Orthopedics policies and procedures.

- Maintain current Pennsylvania LPN licensure.
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Qualifications

Education

- Graduate of an accredited Practical Nursing program.

Licensure

- Current Pennsylvania Licensed Practical Nurse (LPN) license in good standing.

Experience

- Minimum of 2 years of orthopedic, surgical, or ambulatory care nursing experience preferred.
- Previous orthopedic surgery scheduling experience strongly preferred.
- Joint replacement experience preferred.
- Experience with **AthenaOne EMR** preferred.

Knowledge, Skills & Abilities

- Strong understanding of orthopedic procedures, particularly total joint replacement surgery.
 - Knowledge of pre-operative testing and medical clearance requirements.
 - Excellent organizational and time-management skills.
 - Ability to prioritize multiple tasks while maintaining accuracy.
 - Strong interpersonal and communication skills.
 - Excellent customer service skills.
 - Ability to work independently and collaboratively within a multidisciplinary team.
 - Proficiency with Microsoft Office applications and electronic medical records.
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Physical Requirements

- Prolonged periods of sitting, standing, and walking.
- Frequent use of computers and office equipment.

- Ability to lift up to 25 pounds occasionally.
 - Ability to bend, reach, and stoop as necessary.
 - Manual dexterity sufficient to operate standard office equipment.
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Work Environment

- Fast-paced orthopedic medical office.
 - Frequent interaction with patients, physicians, hospital personnel, and insurance representatives.
 - Occasional exposure to clinical environments.
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Additional Requirements

- **Valid driver's license is required.**
- **Must have reliable transportation and be willing to travel between Mountain Valley Orthopedics offices located in Brodheadsville, Tobyhanna, and Milford as required.**
- Ability to maintain a professional appearance and demeanor.
- Commitment to providing compassionate, patient-centered care.