

Your health deserves a partner.

PATIENT ACCESS/CENTRAL SCHEDULING CAREER PATHWAY

1200 S Cedar Crest Boulevard, Allentown, PA 800-402-LVHN FIND OPENINGS: LVHN.org/careers

Business Description

At Lehigh Valley Health Network (LVHN), each of our 19,000 colleagues continually goes the extra mile to further our mission to heal, comfort and care for the people of our community. Our network comprises 12 hospital campuses plus numerous health centers, physician practices, rehabilitation locations, ExpressCARE sites and other outpatient care locations throughout eastern Pennsylvania. We're looking for colleagues who are teachable, organized, good at prioritizing and have a calm demeanor. Explore opportunities and join our team. The pathways illustrate just one of the many ways to grow your career at LVHN.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Teachable
- Organized
- Good at prioritizing
- A calm demeanor

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Lehigh Valley Health Network



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*Reflects current LVH—Cedar Crest base range minimums LVHN offers opportunities and bonuses for certified medical translators/interpreters.

Manager Patient Access/Central Scheduling Requirements: Bachelor's degree in business, hospital administration or public administration and three years experience managing appointment scheduling, master's degree (preferred)

Role: Direct staff and oversee operations for central scheduling and access services

\$70,258 minimum annual salary*



Supervisor, Access Center Requirements: Bachelor's degree (preferred), three years health care or customer service experience

Role: Effectively plan and delegate work in a fast-paced environment

Skills: Self-starter with strong planning skills

\$48,957 minimum annual salary*



Access Center Team Lead Requirements: High school diploma/GED, one to three years health care experience

Role: Coordinate and train scheduling staff, manage staff schedules, act as staff resource

Skills: Manage multiple projects and meet deadlines

\$16.39/hour minimum rate*



Senior Scheduling Coordinator You have the opportunity to be promoted internally after you have one year of experience in LVHN's Access Center.

Role: Ensure appropriate scheduling of screening and diagnostic tests, identify opportunities for improvement, work with the management team to implement change and serve as a resource for staff

\$14.17/hour minimum rate*



Scheduling Coordinator

Requirements: High school diploma/GED, two years experience in medical office, call center or customer service environment

Role: Handle multiple responsibilities in fast-paced environment Skills: Detail oriented, ability to enter information accurately \$13.19/hour minimum rate*