



Example of Radiology Scheduler Job Description

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Our innovative and growing company is hiring for a radiology scheduler. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for radiology scheduler

- Obtain patient demographic and financial information regarding procedures
- Responsible for obtaining necessary authorizations prior to procedures
- Prepare daily list of procedure schedules and distribute appropriately
- Monitor work flow and ensure proper scheduling coverage at all times in hospital
- Assist with training of new staff regarding departmental procedures including Imagecast and Cerner EWS
- Provide statistical information as needed
- Be accountable for scheduling various types of patient appointments from simple office visits to very complex surgical and medical procedures
- Schedule all outpatient procedures and in-patient procedures for pediatric anesthesia according to patient needs and specified scheduling parameters
- Reschedule and cancel appointments as requested
- Maintain the necessary daily backup records in the form of a neat, accurate, and legible logbook, by printing the schedules when necessary, and by making individual prints of schedules that may require further analysis or follow-up in the future

Qualifications for radiology scheduler

- Well developed phone and customer service skills are important for this position
- Good spelling and grammar skills are essential for this position
- Must be able to travel in and out of Stanislaus County and must possess valid

- Previous experience in the medical field strongly preferred
- One year of related work experience, OR any combination of experience and education that would demonstrate the capability to perform the required knowledge, skills and abilities position