Our innovative and growing company is searching for experienced candidates for the position of radiology scheduler. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for radiology scheduler

- Follow downtime procedures by maintaining downtime materials, including monthly OASIS printouts by modality and logbooks
- Control work flow related to demand and handle urgent/emergent requests
- Schedules routine and complex surgical and imaging procedures
- Obtains pertinent clinical data, such as reason for exam, previous related studies, patient preps, and safety questions along with scripts from physician's office
- Accurate transcription and interpretation of physician, physician's office staff instructions and/or request for Invasive procedures
- Monitors receipt of consults for inpatients and coordinates appointment with Radiology consult nurse, Radiologist, Attending Physician, floor nurse, and other ancillary areas as needed
- Notifies Admitting, Bed Control, and Surgical Procedure Unit of pending appointments to ensure bed availability for patient
- Obtains diagnosis/ICD-9 Code (s) and medical necessity compliance for insurance requirements
- Answers telephone calls promptly with a pleasant tone of voice
- Provides adequate care of equipment and inventory of necessary supplies on a daily basis, Participates in record keeping and counting of supplies

Qualifications for radiology scheduler

- Ability to work effectively with providers, patients, support staff and other

- Minimum of one year secretarial and/or scheduling experience
- Minimum of one year working with computer systems preferably on a medical based system
- Successful completion of Memorial Hospitals Association's (MHA) orientation program, including demonstrated competence in computer order entry application
- Completion of unit specific orientation and competencies
- The ability to accurately type a minimum of 25 WPM