



# Example of Radiology Scheduler Job Description

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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

- Requests old films and medical records in preparation for patient arrival
- Talk to hospitals to schedule testing and will have to do a lot of follow up with the insurance to make sure this can occur
- Schedule MRIs, CTs, ultrasounds, PET scans)
- Answer calls from patients and referrals
- Follow up to confirm appointment time
- Explain insurance and other requirements necessary for check in upon arrival
- This person will be on the phones all day in the back office - not face-to-face with patients
- 2+ years of experience with radiology scheduling and prior authorization experience
- Proficient in EMR software
- Responsible for scheduling patients for examination in a professional, knowledgeable and courteous manner that meets the patient's and complies with Kingwood Medical Center's operational guidelines

## Qualifications for radiology scheduler

- At least 1 year of experience in a hospital or medical office setting
- Three (3) years of related scheduling experience in a large, complex hospital setting, with demonstrated experience in a lead and/or trainer capacity
- Two (2) or more years related experience that includes patient registration, insurance processing or appointment scheduling

- Experience with an organization that required customer interaction and/or opportunity to perform customer service duties
- AA in Healthcare