



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. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for radiology scheduler

- Incumbent is responsible for gathering and disseminating the correct patient information excellent service to patients
- Communicates as required to ensure scheduling process runs smoothly
- Performs insurance verification and/or pre-authorizations as necessary
- Provides clerical support to the department as necessary
- Schedule all outpatient procedures according to patient needs and specified scheduling parameters
- Answer the telephone using correct telephone techniques and procedures in an efficient manner and handle each inquiry in a competent and courteous way
- Confirms all appointments starting 48 hours before the procedure and follows up with patients who have not been confirmed 24 hours before their procedure
- Registers new patients in RMS and informs them that they will receive a call from Registration prior to their procedure
- Register outside MD's who are not in the system by finding their NPI numbers, address and phone numbers either from the patient or by calling the doctor's office
- Maintain the necessary add-on spreadsheet

Qualifications for radiology scheduler

- Effective verbal, written, interpersonal and problem solving skills

- One year Hospital Patient Access Registrar experience in Main or ER or one year experience in medical field/radiological scheduling that included Registration and/or insurance verification
- Detailed oriented and excellent interpersonal and communication skills
- Knowledge of proper body mechanics and safety measures are required
- Ability to follow instructions and maintain patient confidentiality at all times