



# Example of Radiology Scheduler Job Description

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Our innovative and growing company is hiring for a radiology scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for radiology scheduler

- Follow downtime procedures by maintaining downtime materials
- Completes special projects as assigned by the manager or supervisor
- Scheduling patients for outpatient Radiology, Cardiology and hospital procedures
- Collecting and verifying demographic, insurance and relevant clinical information
- Verifying accuracy of order and scanning into medical record
- Calling patients to complete appointment scheduling
- Works with Pre-Access Center teams in developing and executing initiatives to improve customer service
- Meets and exceeds department and personnel performance
- Demonstrate and promote high standards for quality and productivity
- Kansas Licensed Practical Nurse (LPN) OR

## Qualifications for radiology scheduler

- LVN or Technician licensure preferred
- Meditech knowledge a must
- Must possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to this position
- Recent demonstrated experience in a similar role and setting
- Experience working in a large healthcare setting

