

Position Title: Centralized Outpatient Scheduler
Department: Diagnostic Imaging
Classification: Depends on experience

Job Summary:

Responsible for scheduling all procedures

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Answers incoming phone calls from physician offices related to the scheduling of outpatient procedures. Is able with consistent ability to prioritize and complete scheduling functions in an accurate and timely manner. Conducts reminder phone calls prior to scheduled appointment to remind patient of appointment and prep. Completes daily departmental schedule and fax to each department by designated time each day. Copes with stressful situations calmly, effectively and tactfully. Conducts oneself in an ethical and professional manner in dealing with all levels of personnel and the public served. Works during scheduled hours to facilitate the smooth and effective operation of the department. Completes other assigned tasks according to departmental needs.

Education and formal training:

High school or equivalent is necessary, but some college is preferred.

Knowledge, skills, and abilities required:

Typing, accurate spelling and other clerical skills and experience required. Knowledge of radiology procedures, medical terminology, order entry, hospital admission procedures, reimbursement procedures, DRG, financial classification, etc. will be necessary

Physical Requirements:

Visual acuity, hearing acuity, manual dexterity, oral communication, standing or sitting for long periods of time, repeated standing, bending or stooping, manipulating equipment or supplies (including lifting 15-20 lb. boxes of paper) and tolerating high stress situations.