



Scheduler- Kearny Mesa

Position Summary:

San Diego Imaging (SDI) has been providing diagnostic and interventional radiology services to the San Diego Community for over 40 years. We serve eight area hospitals and operate four outpatient imaging centers in Chula Vista, Escondido, Kearny Mesa and Oceanside.

We currently have an opening for a Scheduler in our Kearny Mesa office.

The scheduler coordinates with physician office and patients to ensure accurate, prompt and courteous scheduling of appointments

Essential Duties and Responsibilities:

- Answer phone calls concerning scheduling and procedures. Effectively use the telephone system to ensure prompt responses.
- Answer incoming operator phone calls for the imaging center. Accurately transfer phone calls to appropriate staff members and physicians.
- Communicate pertinent information regarding procedure, including exam preparations to patients.
- Enter patient and appointment data into computerized scheduling system. Schedule appointments to maximize the efficiency of the room. Ensure any patient special needs are noted in the computer system.
- Print and supply schedules to all appropriate staff members and physicians at appropriate times.
- Coordinate authorization or notification for imaging procedures as needed.
- Contact referring physician offices for information and documents pertinent to the scheduled procedure.
- Utilize online and computerized fax order system to organize patient referrals.
- Comply with SDI's compliance, safety and personnel policies.
- Perform other job-related duties, as assigned.

Knowledge/Abilities/Skills:

- Must possess excellent organizational and communication skills when answering telephones, assisting patients, and referring physician's offices.
- Completes high volume of data entry, scanning, copying/faxing, filing, inter-office communications, and research in company computer systems as related to scheduled appointments.
- Acts as customer service representative to internal and external guests to facilitate internal, referring physician and patient needs.
- Ability to obtain an accurate medical history applicable to the exam being scheduled.
- Safely screens patients for contraindications to procedures and exams.
- Ability to maintain effective communication with physicians, technologist, and midlevel providers at the center.
- Ability to work independently.



- Ability to adhere to SDI's personnel policies and practices including the attendance and punctuality requirements.
- Complies with all applicable policies, rules and regulations as outlined by SDI, State and Federal regulations including compliance with HIPAA privacy and security.
- Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.
- Computer and software knowledge. Must be able to type at least 35 words per minute accurately.
- Knowledge of insurances and authorizations.
- Proficiency in medical terminology.
- Bi-lingual in English/Spanish strongly preferred.

Education:

- High school diploma or equivalent.

Work Experience:

- Minimum of 2 years medical-office related experience (preferably radiology/imaging).

Physical Demands:

- Ability to sit for 6 to 8 hours, daily, at desk.
- Ability to keyboard accurately at 35 wpm.
- Ability to move and/or lift more than 50lbs.
- Ability to visually differentiate information on a computer monitor.
- Ability to periodically bend, stoop or reach to file, organize and obtain objects.
- Ability to distinguish telephone ring and caller's voice, hear and speak over a telephone and in person.
- Ability to write or record information legibly.

To apply, please send a current CV or resume to: HR@sandiegoimaging.com