



Scheduler – Full Time

Escondido

Position Summary:

The scheduler cooperates with physician offices 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.
- Coordinate and confirm accurate orders, authorization and insurance eligibility 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:

- Ability to work independently.
- Must possess excellent organizational and communication skills, including telephone and customer service skills.
- Ability to perform the identified essential functions of the position including the operation of any equipment associated with performing the essential functions.
- Ability to perform the essential functions of the position without posing a direct threat to him/herself, others or property.
- 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.



- Proficiency in medical terminology.
- Bilingual in English/Spanish strongly preferred.

Education:

- High school diploma or equivalent.

Work Experience:

- Minimum of 2 years work related experience.

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