

## **JOB DESCRIPTION**

### **Scheduler**

#### **Stanislaus Surgical Hospital Precision Imaging**

**Department:** SSH PI

**Reports to:** Office Manager of SSH PI and Executive Director of SSH PI  
and Radiology Department

## **JOB DUTIES AND RESPONSIBILITIES**

1. Receives calls from all physician offices for scheduling of MR, Ultrasound, Bone Density, Mammography, Radiology and CT Scanner procedures
2. Monitor no-show and cancelled case.
3. Gather documentation and orders for chart for next day's cases.
4. Work off of confirmation worklist in Ramsoft and call all patients for next day cases and go over preparation for procedure and check in time.
5. Obtain priors films and records from other facilities for upcoming patient procedures
6. Organize and prepare patient chart for next day procedures.
7. Back up Medical Records Department for in coming calls.
8. Input all patient demographics information in all computer systems.
9. Clear all faxes and distribute to appropriate department
10. Work off of worklist (orders) in Ramsoft and keep clear daily
11. Help out in other departments when needed
12. Keep area clean and organized
13. Keep schedule full without gaps.

### **Physical Requirements:**

For the purpose of the American Disability Act (ADA), this position has been assessed to identify essential and marginal functions. Tasks listed below are considered to be essential functions of the job. Reasonable accommodations may be made for individuals with qualifying disabilities in order to perform the essential function of the job.

1. Work Position
  - a. Sitting 90% or more
  - b. Standing 5% or more
  - c. Walking 5% or more
2. Body Movements
  - a. Lifting/Carrying up to 20lbs Frequency, less than 15%
  - b. Bending and stooping Frequency, less than 25%

- c. Hand grip, wrist and digital dexterity Frequency, 60%
- 3. Speaking, hearing and visual acuity to receive and interpret instructions
- 4. Verbal and written English communication skills
- 5. Mathematical and reasoning Skills
- 6. Normal vision range. Ability to distinguish letters, numbers and symbols
- 7. Requires the use of office equipment, such as computer, telephones, photocopier, and scanner and FAX Machine

## **JOB SPECIFICATIONS**

### **Minimum Education:**

High School Diploma or equivalent

### **Experience:**

Minimum of 2 years in medical field

### **Skills and Activities**

- 1. Professional appearance
- 2. Use of proper grammar and spelling
- 3. Excellent Communication skills
- 4. Excellent Customer Service skills
- 5. Demonstrates proper telephone etiquette
- 6. Dependable
- 7. Excellent Organizational skills

**Certifications:**      None

---

**Employee Signature**

---

**Date**