

**Job Description**

**Job Title:** Radiology Secretary

**Classification:** Full Time/Non-Exempt

**Education Required:** High School Diploma or GED required.

**Reports to**: Radiology Department Head

**Creation Date**: 04/15/2015

**Revised Date**:

**THIS POSITION WILL BE 2P – 10:30P AND**

**EVERY THIRD WEEKEND 7A– 3:30P**

**Job Summary:** The Radiology Secretary schedules radiology appointments and greets patients coming into the department.

**Essential Functions:**

* Answers the telephone and provides assistance to patients or providers to schedule radiologic exams.
* Provides a high level of customer service to patients coming into the department and ensures they are timely taken back for their scheduled service.
* Schedules appointments for radiology services.
* Obtains consents and authorizations for procedures.
* Obtains and enters orders into EHR.
* On a daily basis interacts with and supports staff and physicians.
* Orders supplies and/or equipment.
* Transportation of patients and moving patients to a cart or wheelchair
* Assisting technologists with patients during exams
* Ability to work in a team environment
* Other duties as may be assigned.

**Job Requirements**

**Education:** High School Diploma or GED required.

**Certification/Licensure:** CPR required.

**Experience:**    At least three (3) years of clerical and/or customer service experience. Excellent interpersonal and telephone skills required. Must have excellent verbal and written communication skills.

**Physical Requirements:** Frequent sitting, walking and standing. Ability to lift up to 100 lbs. Ability to bend, stoop, reach and use fingers to palpate and feel. Good visual acuity.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_