
Radiology Scheduler Resume

Job Objective

Radiology Scheduler with ability to handle tasks professionally looking for a job within your organization.

Highlights of Qualifications:

- Exceptional experience in in scheduling radiology and surgery in hospital environment
 - Huge knowledge of patient schedule in facilities
 - Deep knowledge of imaging modalities and procedures
 - Immense ability to maintain confidentiality of patient information
 - Outstanding ability to provide assistance over phone calls
 - Ability to enter data on computer
 - Ability to handles calls in an efficient manner
 - Ability to maintain relationship with internal and external clients
 - Familiarity with schedule procedures and practices
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Professional Experience:

Radiology Scheduler
Cleveland Regional Medical Center, Tollesboro, KY
August 2007 – Present

Responsibilities:

- Monitored all incoming calls in facility and provided response.
- Coordinated with external specialist to prepare schedule as per orders.
- Analyzed and validated all orders as per treatment plan of patients.
- Monitored referrals to clinic and scheduled appointment.
- Assisted clinical staff to resolve all issues concerning referrals.
- Maintained record of all patient information on RIS systems.
- Ensured compliance to safety policies and regulations efficiently.
- Administered customer account transactions and maintained insurance data.

Radiology Scheduler
Mount Kisco Medical Group, Tollesboro, KY
May 2004 – July 2007

Responsibilities:

- Maintained record of all orders on RIs database.
 - Developed exam schedule and provided appropriate result for each order.
 - Provided all required assistance to various patients.
 - Greeted patients with professional courtesy and provided assistance.
 - Managed clinical information and ensured accuracy of all information.
 - Developed and provided update to everyday schedule on master system.
 - Generated patient schedule for all radiology examinations.
 - Designed RIS scheduler and enter all radiology exam data in it.
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Education:

Bachelor's Degree in Radiologic Technology
Lake Region State College, Devils Lake, ND

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