



## **Job Description**

**Job Title:** Radiology Secretary

**Classification:** Full Time/non-exempt---10:30 P TO 7 A, MONDAY - FRIDAY

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

**Reports to:** Radiology Department Head

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

**Revised Date:**

**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: \_\_\_\_\_