



**Job Code:** 6802  
**Grade:** X15  
**HCWR:** N

**Job Title**  
Scheduler/Dispatcher

**Department**  
Radiology, Sectional Imaging

**Job Summary**

Under direct supervision, performs a variety of scheduling procedures, transportation and preparation for patients in a large public institution and performs other related duties as required by x-radiologist and technologists and patient requiring home transportation. Practice infection control and adheres to safety guidelines.

**Typical Duties**

- Schedules all x-ray requires promptly through the appropriate systems
- Schedules Radiology exams of patient appointment by dates, time and procedures.
- Notifies transportation of scheduled appointments using the appropriate system.
- Makes certain that appointments are scheduled timely and patients are informed of all preparations needed.
- Keeps a comprehensive system of appointments for logging appointments in Cerner and Iris system.
- Notifies patients of any changes in scheduled appointments.
- Assists in transporting patients upon arrival to the department and to and from radiologic exams.
- Keeps all fax machines and printers in operating order.
- Ensures supplies aren't depleted.
- Assists in registration of patients to help expedite the waiting time in Radiology.
- Performs related duties as required.

**Minimum Qualifications**

- High School Diploma or GED
- Two (2) years of clerical work experience in a Healthcare setting

**Preferred Qualifications**

- Knowledge of Medical Terminology
- Proficiency with Basic Microsoft Office Suite (Word, Excel and PowerPoint)
- Proficient with Cerner System
- Proficient with Iris System

**Knowledge, Skills, Abilities and Other Characteristics**

- Basic knowledge of radiologic procedures and medical terminology
- Proper telephone and communication skills
- Use of computers
- Alphabetical and numerical filing systems
- Adheres to infection control and safety guidelines



**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**