

Radiology Access Specialist

Position Summary:

The Radiology Access Specialist acts as first line of insurance for patient safety to minimize exposure and

risk. The position serves a critical role in insuring patient orders for imaging exams and procedures are in

compliance with regulatory requirements including appropriate use documentation/criteria and prior

authorization. This position provides complex scheduling services for all Diagnostic Imaging exams and

procedures while demonstrating exceptional customer services and critical thinking skills.

Minimum Qualifications:

- High School Diploma or Equivalent 2 years customer service experience
- 1 year medical office experience
- Preferred: Associates Degree

Essential Job Functions:

- Prepares patients with pre-examination information & materials including administration of contrast media
- Communicates professionally with medical and Radiology staff to ensure quality care.
- Ability to triage when necessary
- Coordinates complex appointment schedules and patient management for exams and

procedures

- Provides quality customer service
- Participate in the implementation, monitoring, and improvement of the hospital quality indicators

Knowledge, Skills and Abilities

- Ability to work varied shifts
- Self-directed, completes assignments accurately, thoroughly and with minimal oversight
- Computer applications, MS Office, EMR, internet applications and standard office equipment
- Strong interpersonal, verbal and written communication skills
- Ability to work in a busy and stressful environment
- Exercises tact, discretion, sensitivity and maintains confidentiality

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job classification. They are not to be construed as a contract of any type nor an exhaustive list of all job duties performed by individuals so classified.