



Interested candidates should email a cover letter and resume to:

HR@SRAIMAGING.COM



ABOUT THE JOB...

Position Central Scheduler
Reports To Central Scheduling Manager
Location 3040 Amsdell Road, Hamburg

**This position has the ability to work remotely once full training is accomplished and both parties agree to an arrangement. Until then, the position is expected to report to the office in Hamburg. Schedulers are spaced apart and do not meet in-person with patients.*

Work Hours Typically Dayshift, Monday – Friday (No evenings, weekends or holidays!)

ABOUT OUR CULTURE...

At Southtowns Radiology, we are laser focused on offering our patients and referring providers an exceptional experience. As a partner in healthcare, we strive to provide personal support from the moment a call comes to our office, to a patient walking in the door for an appointment, to gentle guidance through a procedure, to providing prompt results read by our expert radiology team.

Each position in our practice is critical to this approach.

When you join Southtowns Radiology, you can expect to find a supportive team environment where growth and continued learning are fostered. You can expect that hard work and dedication will be rewarded with generous PTO, company supported health plans, practice-facilitated community activities, and room for advancement.

IN THIS ROLE...

You will be the first interaction with our practice for many patients and physician offices. You will take incoming phone calls from patients, office administrators and third party vendors to schedule various imaging studies, including mammography, ultrasound, CT, MRI, etc.

You will need knowledge of insurances, authorization procedures and general medical terminology. **Medical office experience is preferred, but not required, and we will train a candidate who shows interest in learning and who excels in working in this high volume, fast paced role.**

You will be successful if you are highly organized, enjoy talking with people over the phone, are helpful and courteous, and are able to move between tasks quickly and efficiently.

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