



Provincial Job Description

TITLE:
(538) Medical Imaging Scheduler

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Initiates, coordinates, adjusts and maintains the patient schedules for the Medical Imaging department.

QUALIFICATIONS:

- ♦ Medical Office Administration diploma*

KNOWLEDGE, SKILLS & ABILITIES:

- ♦ Intermediate computer skills
- ♦ Intermediate keyboarding skills
- ♦ Communication skills
- ♦ Organizational skills
- ♦ Interpersonal skills
- ♦ Ability to work independently

EXPERIENCE:

- ♦ Previous: Twelve (12) months previous experience working in a medical office environment utilizing medical terminology.

KEY ACTIVITIES:

A. Scheduling Patients

- ◆ Prepares, creates and maintains Medical Imaging schedules.
- ◆ Schedules and coordinates patients appointments (e.g., Operating Room procedures, x-rays/ultrasounds, clinics, therapy appointments, education classes, support staff and radiologists with available Medical Imaging procedure times).
- ◆ Cancels, reschedules and makes adjustments to previously scheduled appointments.
- ◆ Processes referral requests.
- ◆ Pre-registers patients.
- ◆ Establishes and maintains wait/recall lists.
- ◆ Maintains necessary Medical Imaging documentation.
- ◆ Enters procedure codes to ensure proper billing and supplies that are required for Medical Imaging exams and procedures (Interventional procedures).
- ◆ Documents Radiologists special requests.
- ◆ Uses appropriate guidelines when booking procedure rooms and recovery beds.
- ◆ Resolves Medical Imaging procedure and equipment conflicts (e.g. equipment down time).
- ◆ Assists with ongoing evaluation of booking processes.

B. Communication

- ◆ Communicates Medical Imaging schedules to Radiologists, staff, patients and health care practitioner offices.
- ◆ Communicates with Medical Imaging modalities and supporting departments (e.g. Pediatrics, Anesthesiology).
- ◆ Communicates with other SHA facilities (e.g. Allan Blair Cancer Centre) and community partners to coordinate patient requests (e.g. exams and procedures).
- ◆ Communicates with provincial working groups.
- ◆ Distributes and coordinates interventional procedure/Radiologist schedule.
- ◆ Communicates exam prep instructions and pre-procedure screening to patients.

C. Clerical

- ◆ Produces and reconciles statistical reports and charts for Medical Imaging exams and procedures.
- ◆ Performs word processing duties (e.g., letters, prepares reports).
- ◆ Orders supplies.
- ◆ Photocopies, scans, faxes, emails, processes mail and shreds documents.
- ◆ Maintains filing system/purges/archives.
- ◆ Provides reception/telephone services.
- ◆ Records and distributes minutes of meetings.

C. Clerical (Cont'd)

- ◆ Arranges educational in-services.
- ◆ Performs data entry and maintains databases and resource materials.
- ◆ May show others how to perform tasks or duties by training new employees with the work area and processes.
- ◆ Enters patient demographic and medical information.
- ◆ Provides waitlist and other information to provincial working groups.
- ◆ Provides functional guidance to staff, health care practitioners and patients on the Medical Imaging schedules and waitlists.
- ◆ Arranges for transportation.
- ◆ Receives and porters patients.
- ◆ Creates, edits and formats documents.

D. Related Key Work Activities

- ◆ Redirects patient exams to other facilities as part of the provincial directive.
- ◆ Contributes to provincial standardization for data entry and management.
- ◆ Quality assurance and audit.
- ◆ Collects payment for Medical Imaging hard copies.
- ◆ Processes registrations and attendance fees (e.g., billing).
- ◆ Maintains petty cash.
- ◆ Prepares receipts and reconciles accounts.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024

***Updated October 22, 2025**