



## **Diagnostic Scheduler**

**Job ID:** Diagnostic Scheduler

**Location:** Northwest

**Position Type:** Full –Time

### **Job Summary:**

Obtain Prior Authorizations for Procedures

Diagnostics - Schedule Procedures, Inform Patients of Test and Schedule follow ups

Euflexxa Scheduling and Orders

Scanning and Indexing

Mail and Faxing

### **Work Experience Requirements:**

Medical Experience minimum of 2 years

Highly organized with ability to multi-task

Knowledge of CPT, ICD9/10 Codes

Bilingual preferred

### **Education Requirements:**

High School Diploma or equivalent

Medical Assistant Certified preferred