

POSITION OVERVIEW

Job Title: IR Office Coordinator
Business Title: *Radiology Coordinator*
Job Code: XXXXX
FLSA Status: XXXXX
Department: XXXXXX
Reports to: Jessica Christopher
Location: XXXXX
Draft Date: 8/12/26
Revision Date: XXXXX
Approved By: Jessica Christopher
Role: Individual Contributor

POSITION SUMMARY

Responsible for facilitating referrals, obtaining insurance authorizations, and organizing communication for interventional outpatient procedures in a efficient and timely manner. Communicate with referring physicians, hospital personnel and patients for Interventional Radiology.

POSITION DUTIES AND RESPONSIBILITIES

- Assist in IR operations.
- Receive and review referrals for Interventional Radiology procedures and consultations.
 - Verify that required documentation is complete, including physician orders, demographics, insurance information, clinical notes, medication lists, and pertinent imaging reports.
 - Identify missing or incomplete documentation and promptly contact the referring physician's office to obtain the necessary information.
 - Maintain accurate and organized patient records throughout the referral and scheduling process.
 - Interact with patients, hospital, and physician office staff during coordination of authorization and scheduling process.
 - Coordinate requests for outpatient interventional procedures and follow-up visits/tests ordered by referring to MBB physician in a prompt, pleasant and helpful manner.
 - Obtain appropriate prior-authorization procedures from insurance companies when necessary.
 - Distributes consultations reports to appropriate parties, ensuring that they contain required key elements.
- Act as IR Scheduling backup during absences/ PTO.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge -Working knowledge of IR procedures and medical terminology
- Skills – Proficiencies developed through training or experience (e.g., Proficiency in computer software including Microsoft Office Products. (Word, Excel, Access, Outlook and PowerPoint)).
- Abilities – Innate or developed capacities to perform tasks (e.g. Ability to work with and maintain confidential information).
- Ability to utilize good judgment and develop positive working relationships with referring physicians and hospital staff.

- Excellent telephone etiquette.
- Excellent interpersonal/ social skills
- Handle issues with utmost confidentiality/discretion
- Good verbal/written skills
- Good attendance and punctuality
- A positive, cooperative attitude
- Ability to relate to other people beyond giving and receiving instructions:

A. Get along with co-workers or peers without exhibiting behavioral extremes

B. Perform work activities which could require instructing, supervising, negotiating, persuading or speaking with others

C. Responding appropriately to constructive criticism from a supervisor.

REQUIRED QUALIFICATIONS

- Education High School graduate, Radiology background preferred.
Any equivalent combination of education and experience

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Education in a certain field or a degree beyond the required qualifications, if applicable
- Experience in a certain field, with certain technologies, or beyond the required qualifications, if applicable
- Specific certifications, licenses, or other credentials that are beyond the required qualifications, if applicable

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☒ Never ☐ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☒ Never ☐ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Adjusting or moving objects up to 15 pounds in all directions.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Operating machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☒ Never ☐ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☒ Occasionally ☐ Constantly

Environmental Conditions

Low temperatures.

☒ Never ☐ Occasionally ☐ Constantly

High temperatures.

☒ Never ☐ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☒ Never ☐ Occasionally ☐ Constantly

Noisy environments.

☒ Never ☐ Occasionally ☐ Constantly

Hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☒ Never ☐ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☒ Never ☐ Occasionally ☐ Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☐ Never ☒ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☒ Never ☐ Occasionally ☐ Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date