

POSITION OVERVIEW

Job Title: Physician Scheduler
Business Title: Physician Scheduler
Job Code: PHYSCHED
FLSA Status: Non-Exempt
Department:
Reports to: XXXXX
Location: OIC
Draft Date: 07/13/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Responsible for creating and distributing the physician schedules, including vacation time, and coordinating coverage for scheduled as well as unscheduled absences.

POSITION DUTIES AND RESPONSIBILITIES

- Develops and maintains Radiologist and Staff schedules to ensure coverage for all sites, departments, reading rooms, and necessary exams and/or special procedures.
- Monitors and maintains vacation calendar, schedule changes, and other scheduling requests.
- Communicates schedules including any changes such as, shift-swaps, vacation/time-off requests, trainings/meetings, and court/depositions to all necessary parties including physicians, staff, hospitals, on call services, and websites in a timely manner.
- Responsible for all program changes such as, creating user accounts, activity profiles, service plans, personal patterns, shift patterns and rules, contracts, and reassigning assignments.
- Develops professional and positive working relationships with all physicians and staff.
- Confirms adherence of policies and procedures for scheduling of all radiologists, to ensure consistency and fairness when handling various scheduling situations. Creates an “on call” schedule on a semiannual basis and tracks trades made between the radiologists, and updates lifetime counts.
- Develops and maintains all scheduling templates for Radiologists.
- Real-time monitoring of key performance indicators for all contact centers.
- Engages with supervisors and managers to advise of potential challenges to maintaining desired service levels.
- Prepares intraday reports on staff attendance.
- Performs other related duties incidental to the work described herein.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work effectively and efficiently with the radiologists, ARA employees, and hospital staff in a professional and courteous manner.
- Ability to cooperate and work positively with many personalities types.
- Maintains a professional demeanor at all times and gains the respect of others.
- Ability to handle high stress situations in a continually changing environment while staying calm and rational.
- Highly motivated with great organizational skills.
- Demonstrates the appropriate customer service attitude in a variety of work settings.

- Proficient in word processing, spreadsheets, internet, and presentation software.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and is focused on achieving results.

REQUIRED QUALIFICATIONS

- Education – Bachelor’s degree in Healthcare Administration or equivalent combination of education and experience.
- Experience – Three to Five years in healthcare related field.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

N/A

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