

HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER

RS-A

Posting Date: 08/16/23

EMPLOYMENT OPENING

Department: DIAGNOSTIC IMAGING
Position Opening: Radiology Secretary

Salary Range: \$17.78 - \$28.92 per hour based upon contract

The benefit package available to employees, based on FTE status include: Competitive compensation; Health insurance; Prescription coverage; Dental; Vision; FSA health care and day care; Life & AD&D insurance; Short-Term & Long-Term disability; Employer 403b Retirement match; EAP-Employee Assistance Program; Tuition reimbursement

Position Summary: The Radiology Secretary receives and/or schedules patients for Radiology, MRI, Ultrasound, CT Scanning, Echocardiography, Mammography, Dexascan and Nuclear Medicine. The Secretary may be called upon to answer phones, perform order entry, exam scheduling, receive patients, contact physician's offices and assume the technical assistant role.

Job Requirements: Completion of basic medical terminology program preferred and willingness to expand vocabulary becoming familiar with radiology terminology. One year experience in a healthcare organization demonstrating business office functions preferred. Demonstrate basic computer and keyboard knowledge and skills; proficiency with word processing; typing proficiency minimum is 45 wpm. Demonstrated customer service skills – professional telephone and email skills, ability to interview patients with tact, patience and efficiency. Ability to prioritize duties and work as part of a team, work independently with minimal supervision and perform duties in a busy environment, working under pressure with time constraints using tact and diplomacy. Good written, oral, organizational and interpersonal skills, accurate spelling, grammar, arithmetic and English usage. Ability to effectively communicate with understanding, possess clear and legible hand writing. Ability to use office equipment such as a fax, copier, scanner and telephone systems proficiently.

Time Schedule: Full Time: _____
Part Time _____
Per Diem: _____ **XX Shifts Vary** _____
Temporary: _____

Remarks: _____

APPLY NOW

Or

Office is open to accept applications Monday through Friday 8:00am-4:30pm