



Date: 10/26/17

Position:

Patient Service Representative

Reports To:

Office Administrator and Lead Technologist

Hours: Monday through Friday, 8-5pm and some evenings or weekends, Part-Time to Full-Time Opportunity

Locations: Stockton and Lodi

About Valley MRI and Radiology, Inc.:

Located within the Central Valley, we are a fast-growing radiology group and one of the original free-standing facilities in existence today. We currently serve a population over 700,000 patients in the heart of San Joaquin County. We strive to serve the community by providing the best radiology service and outstanding patient satisfaction, which is why *"Because You Matter"* is our official company motto. Most importantly, we're family oriented.

Position Overview:

Responsible for scheduling, answering calls, checking-in patients, assist with patient care and communicating issues to our onsite radiologist. Must be bilingual.

Qualifications:

- 1-year medical office experience in radiology (preferred)
- CPR certified
- Must be able to work independently
- Must be able to handle high stress in emergency or busy situations
- Must be trustworthy, reliable, and self-motivated
- Must be a team player
- Must follow company guidelines and policies
- May occasionally travel to our nearby center to receive training and/or help with coverage if needed.
- Bilingual (Required)

We offer competitive pay and benefits including: medical/dental/vision, paid time off, paid holidays, 401k with match, education reimbursement, and other perks!

Please submit your cover letter, resume and references to:

jobs@valleymri.com

546 E. Pine Street ● Stockton ● CA ● 95204
801 S. Ham Lane Ste Q & R ● Lodi ● CA ● 95240