

# Position Description

<b>Position Title:</b>	Customer Service Officer - Medical Imaging
<b>Reports to:</b>	Chief Medical Imaging Technologist via the Office Supervisor
<b>Department:</b>	Medical Imaging
<b>Directorate:</b>	Clinical Support Services
<b>Cost centre:</b>	Y2042
<b>Code &amp; classification:</b>	Grade 1A (HS1A) or Grade 1 (HS1 – HS17)
<b>Employment conditions:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025) and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Customer Service Officer reports directly to the Chief Medical Imaging Technologist via the Office Supervisor within Medical Imaging. Medical Imaging manages the delivery of radiography and sonography services to hospital customers. The Customer Service Officer is responsible for providing excellent customer focused service to all patients and clients and performing all clerical and front reception duties associated in line with the accepted policies/procedures and clinical practice guidelines of GV Health.

### External Relationships:

Liases with:

- Patients and carers
- Referring and treating clinicians from surrounding hospitals or other services, including doctors, nurses, and allied health practitioners

### Internal Relationships

Liases with:

- Other Medical Imaging staff
  - Referring and treating clinicians, including doctors, nurses and allied health practitioners
  - Wards and clinical units
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## **RESPONSIBILITIES AND DUTIES**

**The following duties are inclusive of but not limited to**

- Professional, customer focused service during all interactions
- Prompt acknowledgement and positive customer service to people presenting to Medical Imaging Reception
- Maintain current awareness of the Medical Imaging booking schedule and preparation advice
- Make appointments considering patients' needs, urgency and necessary preparation
- Maintain accurate and up-to-date entries in the radiology information system (RIS)
- Liaise with clients, health care providers, and stakeholders; answer incoming calls
- Timely billing and receipting for services rendered
- Competent use of department databases (RIS, PACS, iPM, Coldfusion)
- Active communication across disciplines for optimal patient service and financial process completion
- Redirect patient enquiries to appropriate staff when beyond position authority
- Ensure reports are distributed via appropriate medium (fax, email, post, verbal)
- Review practices and discuss improvements with Office Supervisor and Chief Medical Imaging Technologist to enhance performance and minimise adverse outcomes
- Adhere to identification protocols and open to changes in processes
- Support administrative KPI's and departmental direction
- Provide remote/offsite support to external sites/campuses serviced by GV Health Medical Imaging
- Out of hours work (weekends/public holidays) as per departmental roster

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## **KEY SELECTION CRITERIA**

**Formal Qualification(s) and Required Registration(s):**

**Essential:**

- Commitment to GV Health Values.
- High-level customer service skills.
- Experience with client database information, booking, billing, reports.
- Customer service experience with empathy and excellence.
- Positive and engaging phone manner.
- Time management and organisational skills.
- Comprehensive knowledge of privacy and confidentiality.
- Flexibility, teamwork, willingness for rostered work.
- Full vaccination evidence.
- Satisfactory National Criminal History Check.
- Victorian 'Employee' Working with Children Check.
- Commonwealth Statutory Declaration completion.

**Desirable:**

- Knowledge of Medical Terminology.
- Experience with Radiology Information Systems.
- Experience with Picture Archiving and Communication Systems. (PACS)

## KEY PERFORMANCE INDICATORS

### Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- 100% compliance with core competencies and training requirements.
- 100% compliance with department protocols.
- Monitor, document, and evaluate performance indicators.
- Outstanding customer service interactions.
- Accurate appointments using RIS compatible with booking schedule.
- Integration and communication of patient information.
- Familiarity with Radiation Management Plan and Quality Manual.
- Attendance and participation in meetings and development review process.

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## AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;

- Comply with immunisation requirements as per the Department of Health Victoria;
  - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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**Clinical Support Services**

**Customer Service Officer – Medical Imaging**

**Reviewed by:**

Stavros Dodos

**Issue Date:**

24/09/2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

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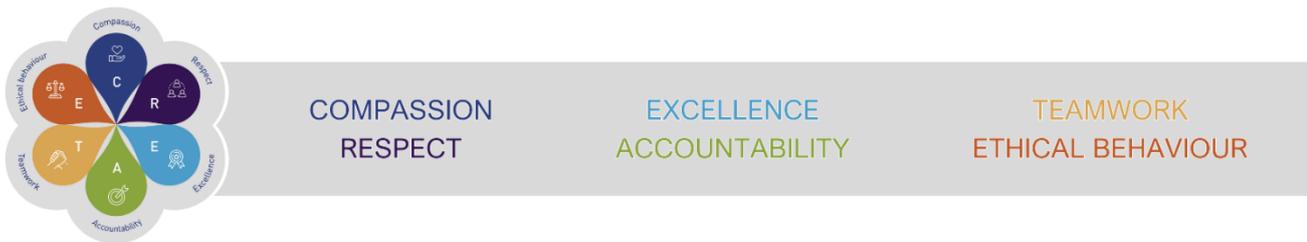
## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

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## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

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## OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

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## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)