

Certified Scheduling Technician Practice Test Questions and Answers

1. What is the primary responsibility of a scheduling technician in a healthcare facility?

- A) Performing medical procedures
- B) Coordinating patient appointments and resource allocation
- C) Billing insurance companies
- D) Maintaining medical equipment

2. When scheduling a patient for an MRI, which factor is MOST important to consider?

- A) Patient's insurance coverage
- B) Metal implants or claustrophobia concerns
- C) Patient's preferred appointment time
- D) Distance from patient's home

3. What does "stat" mean when prioritizing scheduling requests?

- A) Schedule within 24 hours
- B) Schedule within one week
- C) Immediately or urgently
- D) Schedule when convenient

4. Which scheduling system feature helps prevent double-booking of resources?

- A) Patient reminder system
- B) Real-time availability display
- C) Insurance verification
- D) Appointment history tracking

Answers: 1-B 2-B 3-C 4-B

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