

Job Title: Radiologic Technologist/Medical Assistant- Express Care

Department: Imaging

Classification: Non-Exempt

Reports to: 1. Director of Imaging
2. CEO/President

Summary

The position is responsible for producing high quality x-ray images for screening and/or diagnosis for specified patient population.

Essential Functions

- Responsible for registering patients into TAH Meditech System.
- Responsible for all diagnostic x-ray equipment operation and calibration processes.
- Responds to patient questions and concerns regarding exam procedures and process.
- Prepares and positions patient for procedures as appropriate.
- Reads orders and the suspected pathology to make sure the correct tests are performed.
- Operates all technical x-ray equipment in order to produce high quality diagnostic radiographs for the Radiologists' interpretation.
- Maintains skills in the treatment and care for all patients and understand techniques for different ages.
- Demonstrates adherence to radiation safety policies and procedures in daily practice. Consults with the radiation safety officer regarding radiation safety issues.
- Performs other duties as assigned by the Imaging Director.
- Responsible for drawing blood using proper techniques and procedures.
- Responsible for performing waived tests correctly.
- Responsible for checking daily temps and performing daily QC.
- Responsible for properly maintaining all equipment.
- Responsible for ordering all supplies needed.
- Responsible for checking expiration dates on all supplies.

Education/Experience

- High School or equivalent.
- Satisfactory completion of formal radiologic training in an AMA-approved school and ability to meet requirements for the registry by the American Registry of Radiologic Technologists (ARRT) Radiologic Technologists or equivalent.
- If registry eligible, must pass registry within one year of hire.
- Current BLS.

Knowledge, Skills and Abilities

- Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.
- Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.

- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious, and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain abilities, knowledge and skills necessary to comply with and function within the scope of and remain up-to-date regarding current legislation, rules, regulations and standards regarding release of medical/patient information.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during emergency situations.
- Ability to adapt to a wide range of physical and emotional situations and to utilize alternate decision making in the application of procedures sufficient to overcome problems.

Work Environment

Work is primarily performed in a normal environment with little exposure to noise, dust or temperature changes. May be exposed to potential hazards such as electrical and radiant energy. May also be exposed to chemical wastes, body wastes, fluids and other possible infectious material.

Physical demands include: Frequent feeling and keyboarding; Occasional standing, lifting/carrying up to 20 pounds, pushing/pulling up to 100+ pounds, bending, reaching and handling.

Positions Supervised

None