

Job Description

Position Title: CT Technologist - MRIC
Position of Report: CEO - MRIC
Department: MRIC
Revision Date: September 20, 2017
Job Code: 754

Position Summary:

Perform radiological duties in compliance with office and legal requirements. Help patients feel comfortable during the entire process. These duties are assigned in relation to technologist's training and respective state laws governing such actions and activities.

Position Accountabilities:

- Prepare patients for radiological procedures and perform tests following established procedures for patient care and safety.
- Protect patients, yourself and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
- Obtain quality diagnostic studies as ordered by Physician, PA, NP.
- Ensure that all equipment is in good working condition and in compliance with applicable laws and regulations. Maintain areas in a clean and orderly manner, stock supplies as necessary.
- Report immediately any equipment malfunctions to Diagnostic Imaging manager.
- Log completed radiological procedures, complete paperwork accurately and on time relaying information to reading physicians in a prompt manner.
- Perform In Home Sleep Studies. Must be able to set up and demonstrate home sleep study procedures with patient in a professional manner. Answering patient questions so that an accurate test can be recorded.
- Perform both CT and X-ray exams. Must be able to perform procedures with patients in a professional manner. Answering patient questions so an accurate test can be completed.
- Perform EKG accurately recording data and relaying to reading physician. Promptly delivering finalized report to ordering physician
- Be proficient in medical record requests, providing records to providers, patients and insurance companies as requested. Monitor patient recalls and notifications.
- Provide coverage for the radiology scheduler when directed.
- Makes suggestions to improve work methods
- Comply with all federal/state regulations (compliance timeframes, HIPPA, etc)

- Other duties as assigned

Minimum Job Qualifications:

- High school diploma or general education degree (GED), and Accredited Radiologic Technologist program. BA/BS preferred.
- Maintain in good standing with Oregon Board of Medical Imaging (OBMI) must have of AART (R)(CT) registry.
- Must maintain continuing education requirements as state licensing boards require.
- Knowledge/familiarity with ICD 10, CPT and HCPC coding
- Proficient with PCs and ability to utilize various software programs including PACs.
- Excellent verbal and written communication skills
- Ability to read and comprehend a variety of instructions
- Be highly detail oriented
- Be flexible to assist in tasks needed urgently
- Work independently and still be a part of the team
- Maintain a courteous and professional manner with all Providers, medical staff and patients at all times
- Able to maintain positive attitude during stressful situations
- Must be reliable and prompt
- Maintain confidentiality regarding the business, Mid Rogue Imaging Center
- Ability to effectively communicate with all members of the health care community, staff, families and fellow staff members
- Ability to work extended hours to see issues through to resolution
- Handle stressful and dynamic work situations
- Ability to handle multiple tasks, often within time constraints.
- Ability to effectively present information to one-on-one and small group situations to patient and other employees of the office.

Physical Demands:

Must be able to sit or stand minimum of 8 hours per day using telephone, computer, X-ray, DXA, ABI, EKG, and Watermark in Home Sleep Study equipment.

Must be able to push, pull lift up to and including 75lbs.