



Mountain Valley Orthopedics, P.C.

Job Description

Milford Imaging Technologist

Main function	<p>This position is responsible for all functions in the X-ray/MRI department to include taking all X-rays and/or CARM, billing of X-rays and/or CARM, digital processing, and maintaining the X-ray/CARM equipment. Preparation and separation of the paperwork following patient office visit. Scanning and attaching necessary paperwork into EMR chart. Assist the Medical Assistant(s) when necessary. This position is also responsible for coverage in our satellite offices.</p>
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Philosophy <ul style="list-style-type: none"> – Supports the facility's ideology, mission, goals, and objectives – Performs in accordance with the facility's policies and procedures – Follows the facility's standards for ethical business conduct – Recognizes patients' rights and responsibilities and supports them in performance of job duties – Participates in facility committees, meetings, in-services, and activities – Seeks out additional assignments and duties 2. Work Quality <ul style="list-style-type: none"> – Performs duties in an accurate and organized manner – Adheres to policies and procedures in performance of duties – Ensures knowledge of job and asks questions when unsure – Completes duties within appropriate timeframes 3. Personal Attributes <ul style="list-style-type: none"> – Shows initiative and dependability including punctuality and attendance – Displays good judgment – Cooperates and is flexible – Follows appropriate dress code presenting a professional image 4. Customer Service <ul style="list-style-type: none"> – Fosters a culture of outstanding patient service showing courtesy in interactions with patients, physicians, and co-workers – Presents good telephone skills – Responds promptly to patient needs and co-worker requests 5. Communication and Teamwork <ul style="list-style-type: none"> – Expected to be a positive and responsible team member with a good attitude – Presents good oral and written communication (documentation) skills 6. Professional competence <ul style="list-style-type: none"> – Participates in continuing education and other learning experiences – Shares knowledge gained in continuing education with staff – Seeks new learning experiences by accepting challenging opportunities and responsibilities – Welcomes suggestions and recommendations 7. Imaging Technologist Duties

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<p>Duties and responsibilities, continued</p>	<ul style="list-style-type: none"> - Performs X-rays or CARM's as requested by the physicians. - Talks the patient through the procedure and answers questions to lower anxiety - Position patient correctly, follows correct techniques and procedures for patient shielding - Assist (lifting or moving) patients to and from exam room to X-ray department. - Assist (lifting or moving) patient to X-ray table/CARM table from wheelchair or stretcher, as necessary. - Prevents unnecessary exposure to radiation for patient and themselves - Maintains daily preventive maintenance on the xX-ray/CARM equipment - Maintains safe and clean working environment - Maintain radiology supplies inventory by checking stock, anticipating future needs, and placing orders - Complete various equipment and patient logs as assigned. - Assist the medical assistants when needed on the floor. - Responsible for the timely preparation of all medical record (imaging) requests. When payment is received all records must be completed within 48 hours. - Importing and burning CD's to/from PACS system. - Obtain pre-certifications for MRI studies. - Scheduling of all outside referred MVO MRI appointments. - Billing of all X-ray/CARM procedures. - Performs other related duties as assigned. - Coverage as necessary for the Tobyhanna, Brodheadsville and East Stroudsburg. - Compliance with HIPAA, OSHA, and Red Flag Rules
<p>Asset Responsibility</p>	<ul style="list-style-type: none"> - Responsible for imaging (X-ray/CARM) patients
<p>Requirements</p>	<p><i>Required</i></p> <ul style="list-style-type: none"> - Licensed from The American Registry of Radiologic Technologists. - Strong ethical and moral character references, experience with handling insurance company requests and questions (pre-certifications/ pre-authorizations). Must enjoy working with the public, must be pleasant with the patients, thorough, with attention to detail and be a team player. - Good computer skills <p><i>Preferred</i></p> <ul style="list-style-type: none"> - Clinical office experience
<p>Job quality requirements</p>	<ul style="list-style-type: none"> - Accuracy - Attention to detail - Timeliness - Organization - Low degree of supervision needed to accomplish tasks - Strong follow through - Ability to multi-task and think pro-actively - Clear and concise communication skills - Empathy and patience
<p>Dependability</p>	<ul style="list-style-type: none"> - Attendance - Punctuality - Ability to follow instructions - Ability to meet deadlines
<p>Physical/mental requirements</p>	<ol style="list-style-type: none"> 1. Varied activities including sitting, standing, walking, stooping, lifting, bending, and reaching 2. Must be able to use appropriate body mechanics techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift to 30 pounds.

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	3. Must be able to use a variety of office equipment including phone, copy machine, writing instruments, pc, fax, X-ray, shredder, and MRI equipment.
Working conditions (environmental)	Possible exposure to communicable diseases, bodily fluids, Hepatitis B vaccination required
Reports to	Operations Coordinator
Supervises	Not applicable
Contacts	Patients, Patients' family/significant others, Physicians and physician office personnel Insurance companies, and vendors

All positions with Mountain Valley Orthopedics are to use due care in the use and communication of patients' protected health information. It is every employee's principal job function to ensure patient confidentiality and failure to maintain confidentiality may, and will, result in sanction and/or discharge.

Employee statement

I have read and understand the Imaging Technologist job description and have the ability to complete the essential functions of the position.

Employee's Signature

Date