

Job Description



Job Title: Radiology Technologist
Department: Radiology
Location: Casper Office
Report To: Radiology Manager

Job Summary:

Operate radiology equipment to make clinical diagnostic images as directed by the physicians and perform routine diagnostic procedures to facilitate the highest quality of patient care. Responsible for operation and quality assurance of the MRI scanner, X-Ray equipment, and C-Arm. Transmit studies for interpretation and coordinate distribution of patient reports.

Core Competencies

Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speak in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

Essential Duties and Responsibilities - MRI

Anatomy and Physiology Knowledge of MRI

- Utilize knowledge of anatomy and physiology to properly position patients for MRI exams.

MRI Physics and System Training

- Apply knowledge of MRI physics and specific system training to obtain optimum diagnostic exams.

MRI Exams

- Perform MRI exams in accordance with established clinical procedure/protocol.

Communication with Radiology Group

- Communicate and coordinate with the reading radiology group as necessary, concerning teleradiography and clinical report procedures.

MRI Safety/Patient Preparation

- Ensure patient's and Premier Bone & Joint Centers' employee's safety, with respect to the MRI magnet.
- Prepare each patient properly for the MRI exam to be performed in terms of expectations, clothing, and safety.
- Explain MRI procedures and safety precautions to patients and respond to patient questions/concerns prior to each exam.

Essential Duties and Responsibilities – X-ray

Anatomy and Physiology Knowledge of X-ray

- Utilize knowledge of anatomy and physiology necessary to perform X-Ray exams, including body mechanics and patient movement.

Patient Instruction/Assist

- Give clear instructions for the X-Ray process.
- Assist patients with radiologic procedures by escorting them to dressing room, if necessary, waiting areas, and X-Ray rooms.

X-Ray Procedure/Protocol/Precaution

- Take X-Rays following established procedures for patient care and safety.
- Follow all necessary precautions to help reduce radiation exposure to the patient and others involved in the exam.
- Utilize physician specific protocols for various body parts examined.

Room Loading

- Assist in the Laramie clinic as a room loader when needed, or if available.
- In Casper, Rock Springs, and Cheyenne Offices, room load per physician protocol.
- Perform cast removal as requested and/or required.

Film Badges

- Assist with monitoring and mailing film badges on a monthly basis for radiology and ASC personnel.

Evaluations

- Assist with preceptor and annual performance evaluations.

Essential Duties and Responsibilities – Radiologic Images

Images

- Post-process DR/CR/MRI Images to ensure optimum quality, by selecting proper techniques for radiation exposures using mAs and kVp on individual patients.
- Examine radiologic images for properties, such as density, contrast, noise, magnification, detail, and disorientation.

Essential Duties and Responsibilities – Clinical Office

Opening Procedures

- Ensure opening procedures are followed daily; including the following:
 - Turn on lights and computers
 - Prepare clinic per physician's preference

Greeting Patients and Visitors

- Answer telephone, welcome and greet patients and visitors to premier Bone & Joint Centers timely, and in a manner that is helpful and friendly; determine purpose of visit and direct patients and visitors to appropriate person or department.
- Answer telephone calls and questions politely and direct calls as necessary.
- Direct visitors and vendors to sign in/out on the log located at the front desk.

Patient Check in/out

- Check patients in and out via EMR and/or practice management system.

Patient Files/Patient Paperwork

- Compile information to be placed in the patient's chart, including:
 - Verify New Patient/Old Patient paperwork is accurate and complete
 - Witness consents, explain and witness acknowledgements
 - Take patient's photo when needed
 - Verify History and Physical is complete and signed

Entering Patient Information

- Update patient information correctly into practice management system, including correct spelling of name, date of birth, address, telephone numbers, insurance information, and body part.

Encounter Forms

- Match encounter forms with the proper patient.

Patient Assist

- Assist patients as needed with walking, transfers, dressing, and preparing for exam.

Room Loading

- Assist in the Cheyenne clinic as a room loader when needed or if available.
- In Casper, Rock Springs, and Torrington, room load per physician protocol.
- Perform cast removal as requested and/or required.

Assist Nursing Staff

- Obtain required information as directed by nursing staff; patient's height, weight, blood pressure, and other needed medical information.

Orders

- Route orders to appropriate location/facility, and assist with medical records requests.

Scanning

- Scan patient information, consents, acknowledgements, history and physical, photo ID, and insurance information, into the correct patient account.

Scheduling Module

- Maintain computer appointment scheduling module.

Scheduling and Demographics

- Correctly schedule patient appointments in the practice management system using current scheduling requirements placed by the physicians.
- Carefully screen all patients for complete patient information and correctly enter into the practice management system including correct spelling of name, date of birth, address, telephone numbers, insurance information, body part, referring physicians, X-Ray location, and identify correct patient type.

Financial

- Collect deductibles, co-payments and charges, prepare receipts, and provide copy to patient.

Workers' Compensation/Motor Vehicle Accidents

- Obtain correct information and ensure appropriate forms are completed.

Charges

- Enter and tally correct charges on all encounter forms.

Collections

- Collect deductibles, co-payments, and charges and give receipts to the patients.

Family Members

- Track how many family members are with the patient during appointment.

Visitors

- Ensure all visitors and vendors sign in and out upon arrival and departure from Premier Bone & Joint Centers; maintain sign-in/out sheets in an accessible location.

Medical Records

- Route records and patient files to appropriate location and assist with medical records requests.

Closing Procedures

- Ensure closing procedures are followed daily including the following:
 - Clean exam rooms
 - Restock supplies
 - Close windows
 - Turn off lights
 - Lock doors
 - Tally Daily Receipt Logs
 - Batch credit card machines (if available)

Information Processing

Films for Surgeries

- Prepare, retrieve, and deliver films for surgeries at Premier Bone & Joint Centers, ASC, and hospital operating rooms.

Computer Use

- Use computer to perform department functions, i.e. forms, data entry, e-mail.

PACS

- Ability to use Premier Bone & Joint Centers' PACS and electronic medical record systems.
- Ensure MRI, X-Ray, and C-Arm studies are properly sent to, and archived in PACS system.

Proper Documentation

- Properly mark the charge sheet for X-Ray, MRI, and C-Arm exams performed in a timely manner.

- Maintain complete and accurate records and properly code each exam on appropriate charge form.
- Document pertinent information in computer log and in the patient's chart.

Interpersonal Skills

Compassion

- Demonstrate compassion and caring in dealing with others, including patients, co-workers, and visitors.

Flexibility/Stressful Situation/Work Flow

- Respond with flexibility to changing work load and/or patient assignments, able to be organized and function under stressful situations.
- Ability to deal with radiology tech work flow.

Analyzing Skills

- Analyze situations accurately, make decisions to bring a favorable resolution, and take effective action; seek out help when appropriate.

Working Relationships

- Ability to establish and maintain effective working relationships with physicians, co-workers, and the public, that harbor a friendly, yet professional interaction.
- Demonstrate willingness to readily interact with other staff members and departments.

Initiative/Personal Growth

- Exhibit initiative and self-directed behavior.
- Accept responsibility for own professional growth and personal conduct.

Down Time/Other Duties

- Perform additional duties during down time, such as clerical, stocking cleaning, etc.
- Perform other duties as directed/required to ensure efficient operations of Premier Bone & Joint Centers.

Training/Mentor

- Assist in training as needed.
- Act as a mentor/preceptor for students/new employees.

Evaluations

- Assist with preceptor and annual performance evaluations.

Adherence to Facility/Departmental Policy

Attendance/Punctuality

- Maintain a good attendance record and arrive to work punctually. Utilize established time clock system appropriately.

Professional Image

- Follow dress code.
- Project a pleasant and professional image per policy.
- Wear identification while on duty.
- Communicate name and role to patients.

Confidentiality

- Observe confidentiality of information in regards to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

Safety & Infection Control Policies

- Adhere to safety and infection control policies.

Staff Meetings

- Participate in Premier Bone & Joint Center's and departmental in-services and staff meetings.

Standards of Care

- Perform patient care according to policies and procedures and standards of care of the facility.

Quality Assurance (QA)

- Participate in performance improvement and quality assurance (QA) activities when able, to ensure department processes are efficient, effective, and provide the best quality of care to patients and staff, as possible.

Care of Environment, Equipment, and Supplies

Clean, Neat, Safe Environment

- Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

Maintenance

- Schedule X-Ray machine, MRI, and C-Arm maintenance as necessary.
- Troubleshoot equipment problems and coordinate vendor services.

Supplies Ordering

- Order supplies for department, including X-Ray, MRI, and procedure room.

Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Required
	Radiologic Technology	Preferred

Certification & Licensures

Completion	Radiologic Technology Program Approved by American Registry Radiologic Technologists (ARRT)	
Certification	National, American Registry Radiologic Technologists (ARRT)	
Licensure	Wyoming State Board of Radiologic Technologists	
Certification	BLS-Healthcare Provider	

Experience

Years of Experience	Type of Experience	Required/Preferred
1	Radiologic Technologist	Preferred

Physical Requirements

Action	Description	Frequency
Seeing	Must be able to see well enough to read patient charts and X-Ray films, as well as visually evaluate patients and their physical environment	Constant

Hearing	Must be able to hear well enough to communicate with patients, physicians, medical staff, and co-workers	Constant
Speaking	Must be able to verbally communicate with patients, physicians, medical staff, and co-workers, as well as give verbal instructions for X-Ray procedures	Constant
Fingering/Grasping	Must be able to type and write, as well as maneuver patients for transport and procedures. Must be able to perform duties requiring fine motor skills.	Constant
Sitting		Occasionally
Standing		Frequently

Weight Demands

Action	Description	Frequency
Lifting	Must be able to lift at least 75 pounds.	Occasionally
Pushing/Pulling	Must be able to maneuver patients and equipment for transport and procedure performance.	Occasionally

Working Conditions

The fast paced nature of this position may lead to increased levels of personal stress.

Environmental Hazards

- The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

Physical Hazards

- Physical harm is possible when performing physical requirements, as listed above.
- Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

Unique Work Schedule/Travel

- May be required to work after hours, on weekends, or holidays.
- May be required to provide services outside the clinical setting (i.e. at University or High School athletic events), or travel to offices throughout the state.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.