

STEAMBOAT MEDICAL GROUP

PRIMARY JOB DESCRIPTION

Job Title: XRAY/FLOAT

Radiology Technician (RT), or Limited Scope Technician and Medical Assistant (RMA or CMA)

Department: Radiology/Clinical

Reports To: Clinical Team Leader

Employees are held accountable for all duties of this job; however, this job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. All criteria-based duties and standards within this document will be performed according to established policies, procedures and guidelines within the department and organization.

General Summary: Works under the supervision of the Clinical Team Leader. Provides direct patient care in accordance with established guidelines and standards of practice. Assists the provider in a variety of patient care duties. Performs related clerical duties in accordance with area assigned. Serves as a patient advocate to coordinate patient care with other organizations.

Performs imaging of the human body used for the diagnosis and treatment of medical problems. Assists the radiologist with the process of imaging, and not that of diagnosis as this is the key role of the physician. Performs related clerical duties in accordance with the radiology department.

Essential Job Responsibilities:

Performs the Medical Assistant (RMA or CMA) job description in addition to the following:

- Performs all duties of the Medical Assistant position while being available to perform needed x-rays ordered by the physician.
- Able to adapt easily to change from the clinical department to the radiology department.
- Performs correct imaging of the body in accordance with the standards that are set by the physician and radiologist utilizing the Computed Radiography (CR) imaging method.
- Ensures patient safety during the course of the procedure, explaining the procedure in layman terms to ensure patient comfort.
- Prepares x-ray equipment, table and x-ray room anticipating patient needs and requirements.
- Produces high quality images consistently to aid the physician with the correct diagnosis.
- Instructs patients to undergo the appropriate positions to get accurate images.
- Obtains any additional images for any areas requested by the physician or radiologist.
- Prevents radiation exposure to the patient by providing correct shielding, collimation, and positioning and exposure times. Adheres to the state rules and regulations pertaining to radiation control.
- Ensures regulatory compliance with OSHA guidelines, ARRT and HIPPA medical privacy guidelines.
- Excellent computer skills are needed to perform proper documentation in the patient's electronic medical record (EMR). Orders and completes the exam in EMR. Enters

patient information accurately in Image Pilot to then send to Rocky Mountain Radiology via the VPN.

- Imports x-ray results into patient EMR for physician review.
- Communicates professionally with patients, physicians, radiologist and supporting staff. Provides appropriate and accurate information related to the patient's imaging.
- Provides excellent customer service skills for interacting with patients, families, and caregivers.
- Ensures operation of radiology equipment. Completes required maintenance of equipment following manufacturer's instructions. Able to troubleshoot malfunctions and calls for repairs as needed.
- Maintain cleanliness, disinfection, and organization of the x-ray room, equipment and supplies.
- Participates with personnel monitoring for radiation by consistently wearing dosimeter provided when taking x-rays.

Education:

High School Diploma

Current Medical Assistant Certification (CMA) or Registration (RMA)

Graduate of accredited Radiology Training Program or graduate of a Limited Scope Radiology Program.

Certification:

Current ARRT or Limited Scope certification

CPR (BLS)

Performance Requirements:

Knowledge: Broad knowledge base of radiology imaging based on skill level, licensure and scope of practice.

Skills: Strong computer skills: accurate and complete documentation.

Abilities: To relate and communicate well with patients, to physicians, and to staff. Demonstrates self-direction in establishing priorities and working with little supervision. Maintains high level of precision in judgment, accuracy of assessment, and skill in problem solving under stress based on skill level and licensure and scope of practice.

Essential Mental Abilities: Strong organizational skills and the ability to exercise sound judgement. Ability to work and multitask in a busy, fast paced environment.

Equipment Operated: Computerized Radiography imaging system.

Work Environment: Combination of medical office and exam rooms. Exposure to communicable diseases, biohazards, and other conditions common in clinic settings. Potential Radiology exposure.

Mental/Physical Requirements: Critical thinking skills, variety of walking, standing, sitting, bending, twisting, and reaching. Occasional need to lift/carry/move up to 50 pounds of equipment.

Employee Signature

Date

DATE: 06/12/2019