

V&I OVISSM

JOB DESCRIPTION FORM

Job Title: X-Ray Technician	Reports to: Sr. Business Manager
Department: Radiology	Location: FHP
Job Grade: C-1	Date of Last Review April 19, 2018

Job Summary:

Reports directly to the Sr. Business Manager and responsible for performing diagnostic radiographs, daily maintenance of x-ray equipment and room, and handles processing of radiology request, radiology reports and x-ray films and ensures strict compliance with HIPAA guidelines.

I. Essential Duties and Responsibilities:

1. Prepares patient for radiological procedure by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors.
2. Minimizes radiation to patient and staff by practicing radiation protection techniques, using beam restrictive devices, patient shielding, and knowledge of exposure factors.
3. Ensures operation of radiology equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
4. Handles processing of radiology request, radiology reports and x-ray images while adhering to HIPAA guidelines
5. Maintains radiology supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
6. Must be able to closely follow physician instructions, prepare radiography Maintains safe and clean working environment by complying with procedures, rules, and regulations.
7. Protects patients and employees by adhering to infection-control policies and protocols; following drug protocols in case of reactions to drugs, such as contrast media, administering first aid, and using the emergency cart.

8. Maintains production and quality of radiographs by following established standards and procedures; developing radiographs; observing radiographic results; making necessary adjustments.
9. Documents patient care services by charting in patient and department records.
10. Contributes to team effort by accomplishing related results as needed.
11. Maintain appropriate communication and good interpersonal skills with supervisors, staff and patients to ensure coordinated efforts and provision of high quality service.
12. Gains patient cooperation by reducing anxieties; providing explanations of treatment; answering questions
13. Administrative Duties: scheduling patients, confirming appointments and answering incoming calls

II. Experience & Specifications:

1. Graduate of Associate Degree or two (2) year course – License is not required
2. Minimum of 1 year experience in performing diagnostic radiographs, daily maintenance of x-ray equipment and room and handling and processing of radiology request, radiology reports and x-ray films. Must have thorough familiarity with HIPAA guidelines.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.
5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.
7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
8. Strong ethics and a high level of personal and professional integrity.
9. Knowledgeable of federal and state laws and requirements relating to healthcare management.
10. Computer literate and very highly proficient in using MS office programs.