

ORTHOPEDICS NORTHWEST, PC
JOB DESCRIPTION

JOB TITLE: **Registered X-ray Technologist**

RESPONSIBLE TO: Clinic Manager

POSITION SUMMARY: The X-Ray Technologist is primarily responsible for taking x-rays. While taking x-rays the technologist will help the patient feel comfortable during the process, taking into consideration the patient's special physical needs. Responsible for patient x-ray record maintenance, retrieval and storage. Duties include sanitizing x-ray machine equipment and table.

ESSENTIAL FUNCTIONS for X-RAY

1. Performs x-ray start up procedures and check appointment schedules and digitally x-ray patients.
2. Obtains quality radiographs in a timely manner as requested by physicians and or physician assistants.
3. Provide radiation protection to all patients and staff consistent with current knowledge and application.
4. Adjusts equipment to achieve optimal image resolution.
5. Documents in patient's EMR examination and views to capture appropriate patient charges.
6. Maintains x-ray room and cassettes, keeping them clean, charged and in good repair.
7. Responsible for x-ray documentation management: completing x-ray record requests, copying, importing and exporting images.
8. Supports and contributes to effective safety and risk management efforts by adhering to established policies and procedures, maintains a safe environment, promoting accident prevention, and identifying and reporting potential liabilities.
9. Responsible for the maintenance, retrieval and storage of x-rays.
10. Duties include sanitizing x-ray equipment and table after each patient.
11. Performs x-ray closing procedures if necessary (power off equipment, circuit breakers, etc.)
12. As a job requirement, it is essential that you are able to comply with Orthopedics Northwest's policies, including without limitation, those regarding confidentiality of clinic and patient information; OSHA guidelines; Smoke Free Workplace policy prohibiting smoking on the property and requiring smoking employees to be free of tobacco odor on their clothes or person; and, its anti-harassment policy.
13. Other duties as assigned.

Access to Protected Health Information (required by HIPAA)

1. Limited access (defined as permission to read or fully review all information contained in the designated record set) to the following PHI is allowed in order to accomplish the job duties: patient demographic information, forms signed by patients, patient account balances, letters from patients or health plans, insurance information and fee tickets.
2. Limited permission to transfer, transport, copy or file information is granted for the following designated record sets: complete office medical record, dictated office chart notes, hospital chart notes and diagnostic test reports.
3. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

1. Current/valid Registered Technologist License; maintain continuing education credits.
2. Expert knowledge of anatomy and physiology, radiology principles and practices, as well as the ability to take quality films.
3. Ability to handle multiple functions simultaneously; organizational skills, including the ability to prioritize tasks; flexible.
4. Good observational and communication skills.
5. Positive attitude with public and interpersonal relationships with co-workers and physicians.
6. Basic computer skills.