

Gonzales Healthcare Systems - Job Description

Job Title: Radiology Technologist_RHC		Department: Diagnostic Imaging	
Employee Reports To: Director of Imaging		Employee Supervises: N/A	
Exempt/Non-exempt Status: Non-Exempt		Employment Status: Full Time	
Employee Signature:		Approval:	
Date:		Date:	
Position Summary			
<p>Performs a variety of imaging procedures and is responsible for patient safety protocols. Functions as first line interface with patients in the successful accomplishment of their imaging needs. Must have or obtain license or certification, in Radiography, within 6 months of hiring. The ability to comprehend and follow routine written or verbal instruction or directions.</p>			
Position Qualification			
Education & Licensure	<p>High School Graduate or equivalent preferred; Graduate of a School of Radiological technology accredited by the Committee of Allied Health Education and Accreditation, preferred. Current registration with the American Registry of Radiological Technologists, ARRT, preferred. Texas Medical Board Licensure, required. BSL Certificate.</p>		
Experience	<p>At least one (1) active year in a department with diagnostic and advanced procedures (CT, MRI, Nuclear Medicine, Ultrasound etc.). Ability to read and communicate effectively in English, Basic computer knowledge.</p>		
Physical Requirements	<p>Prolonged periods of standing and walking. Frequent bending, stooping, and reaching. Average lifting of 25lbs. from the floor to waist, 50lbs from 30" high surface to surface, 15lbs overhead. Able to push and pull with 50lbs force in the moving of equipment and patients</p>		
Technology Requirements			
GHS Information Systems	<p>Paragon (for Radiology Users), Kronos, NextGen, ReDoc, email, and McKesson Radiology</p>		
Access Control			
Physical Access	<p>SOFTWARE:</p> <ul style="list-style-type: none"> Cerner Office 365 Chrome Image Link Engine Logical Ink Patient Folder Adobe Acrobat Change Healthcare <p>WEBSITES:</p> <ul style="list-style-type: none"> Brightly Office 365 G-Drive UKG 		

Section 1. Core Behaviors – All Staff	
	Organizational Commitment
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	Customer Orientation
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	Performance Focus & Self Management
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	Team Orientation
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
E.	Interpersonal Communications
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section 2. Department Specific Duties and Responsibilities	
A	
	Routine radiology exams
	Accessing Rad Portal
	Completing and processing exams on PACS system
	Preparing CD's for patient transfers
	Responsible for correctly entering patient data to patient data system.
	Answers telephone calls, takes appointments, takes appropriate messages and direct calls to provider and nursing staff.
	Registers new patients, performs initial screen for Medicare/Medicaid/Insurance.
	Update patient information including insurance verification.
	Responsible for registering all patients to expedite RHC operations.
	Verifies patient eligibility, if appropriate, for Gonzales Healthcare Systems Indigent Program at each patient visit.
	Exhibits effective organizational skills.
	Must recognize and remain calm during adverse patient situations.
	Respond to common inquires or complaints from patients or regulatory agencies.
	Exhibits accurate basic math skills.
	Ability to work in a fast-paced environment.
	Follows instructions as provided by supervisor.
	Other duties as assigned by supervisor or Department Director.
	Provides care appropriate for pediatric, adolescent, and geriatric patients served based on demonstrated knowledge of the principles of growth and development over the life span.
	Assesses and interprets data on pediatric, adolescent, and geriatric patients' status to identify adolescent, and geriatric patients' status to identify patients' requirements relative to their age-specific needs and provides care needed as stipulated in departmental policy.

	Practice and keep ALARA standards at all times.
B	Infection Control Duties and Responsibilities
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	Safety Duties and Responsibilities
1	Follows Safety guidelines and polices for Gonzales Healthcare Systems.