

 <p>CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.</p>	<p>Job Description</p> <p>MRI Technologist</p>	<p>Effective Date: 01/01/13</p> <p>Reports To: Director of Operations and Imaging Supervisor</p> <p>Revised: 7/26/2021</p>
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I. Job Summary

Under the general direction of the Director of Operations assesses patients, develops optimal techniques, or plans, and evaluates resulting magnetic resonance scans.

MRI Technologists will strive to continually improve patient satisfaction and exceed expectations for service.

II. Essential Job Responsibilities

Reviews and executes physician and mid-level orders for MRI services; clarifying instructions if unclear or patient unable to comply.

Courteously receives patients and clearly communicates tests to be done as well as patient position needed in order to obtain image.

Reviews health history with patient to ensure safety of patient.

Reviews images prior to patient departure to ensure quality.

Reviews billing and split billing for accuracy.

Maintains required state and federal accreditations for MRI.

Conducts quality control on MRI equipment and maintains logs.

Responds to all regulatory inquiries and inspections in conjunction with CEO.

Attends staff meetings and provides constructive ideas to improve quality of treatment, patient education and efficiency of clinic.

Contributes to the safe environment of patients and staff including notifying persons if equipment needs to be repaired or is broken, utilizing personal protective equipment and good infection control practices.

Maintains current state of Georgia license.

Complies with all applicable state and federal regulations.

III. Other Job Responsibilities

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees.

Upholds strictest confidentiality.

IV. Minimal Qualifications

Education

An associate or bachelor's degree in a state approved program.

Experience

Clinical and/or work experience in outpatient orthopedics, and infection control knowledge.

Certification / License

Georgia license

Physical demands

Must be able to use upper and lower extremities for reaching, manipulation and lifting up to 50 lbs. on occasion, perform sitting, standing constantly (all day), walking and/or moving frequently; manipulate machines as needed, tolerate environmental changes in the clinic.

V. Independent Action

Under general direction, functions independently in coordination of assigned duties. Refers to manager as appropriate on clarification of practice policy and procedure.

VI. Supervisory Responsibility

May orient other radiologic technologist or student interns as needed.

VII. Human Relations/Customer Communications

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

VIII. Personal Protective Equipment

Personal Protective Equipment (PPE) is provided by practice and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

IX. Occupational Exposure Statement

Category I Exposure Statement: High risk for contact with blood and body fluids for this position. Use of PPE and Universal Precautions required.

X. Americans with Disability Act Statement

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

XI. Statement

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.

Review/Approvals:

Director of Operations

Date

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee

Date