



Radiology Technician

Reports to: Office Manager

FLSA Status: Non-Exempt

Job Summary: Follows prescribed techniques for producing general and specific x-rays for diagnostic purposes.

Primary Job Duties:

- Prepare patient for x-ray, explain procedures to patient and/or family, prepare room, equipment, and materials as needed.
- Position patient and arrange immobilization and support devices for patient.
- Practice radiation protection techniques to limit exposure to patient and medical staff.
- Adjust equipment controls; determine proper voltage, and exposure time.
- Administer routine x-ray exams, assist in physical exams, assist in treatment of patients by giving injections, changing dressings, or removing sutures under physician or nurse practitioner direction.
- Observe patient and machine during procedure. Report unusual occurrences and record patient's condition.
- Document patient chart with procedures performed.
- Develop, mark and file x-ray film and maintain film library. Retrieve and log x-rays requested or sent out for referrals or copying.
- Clean and disinfect x-ray room and equipment, maintain and order x-ray supplies.
- Perform x-ray quality assurance tests and maintain x-ray quality assurance records.
- Perform all functions of a medical assistant and assist front-end registration staff or perform additional clerical duties as necessary.

Job Qualifications:

- High school graduate or equivalent.
- Current certification and/or state licensure in radiology technology.
- Completion of accredited radiology technology program.
- Registration with American Registry of Radiological Technicians.
- Knowledge of specific and OSHA requirements regarding radiological procedures.
- Six months x-ray experience and familiarity with routine medical procedures.

- Ability to accurately read and write medical terminology.
- BLS certification.
- Ability to escort or transport patient by wheelchair or stretcher when appropriate.
- Ability to work all shifts including day, night, and weekend hours as needed.
- Basic computer skills including familiarity with electronic medical records.
- Types 25 words per minute with 96% accuracy.
- Detail oriented with excellent interpersonal communication skills.