



- 8. Demonstrates correct technique for verifying images on RIS/PACS/MGH WEB. (1,3,5)
- 9. Demonstrates correct technique for organizing, preparing and mounting films for interpretation by radiologist following imaging area protocol. (1,5)
- 10. Files, locates, retrieves, distributes, shreds and/or purges radiographs, CDs and/or reports including digital scans and jacket recalls from File Management Pros. (1,3)
- 11. Initiates or responds to requests for radiographs, CDs and/or other medical data from outlying institutions including UPS overnight and FedEx requests. Makes copies of radiographic films and CDs as requested. (2)
- 12. Prepares and/or updates film jackets according to procedure. Requests films from File Management Pros when requested. (2,5)
- 13. Demonstrates correct use of department computers and office equipment identifying risks, safety factors, handling maintenance and troubleshooting. (1,5)
- 14. Processes and completes legal requests under HIPPA compliance as requested. (2,5)
- 15. Monitors patient call alert box in imaging office. (2,5)
- 16. Completes searching and final documentation for lost images and prepares a final report to radiology department manager quarterly. (2)
- 17. Assists in ordering and restocking office supplies for the Imaging Department. (2)
- 18. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 19. Participates and attends meetings and inservices as required and/or assigned. (5)
- 20. Performs other related duties as assigned or requested. (5)

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria

**POSITION QUALIFICATIONS:**

**Minimum Education/Experience:**

- High school graduate and one year clerical experience or one year business/specialized training

**Preferred Education:**

- Post high school business/specialized training

**Preferred Experience:**

- 1-2 years in healthcare setting
- Medical terminology
- CPT, ICD-9, HCPCS experience
- Customer service
- Telephone/switchboard

**Required Testing:**

- Wonderlic = review only
- Keyboarding - 40 wpm
- Alpha/Numeric filing

**Required Certification/Registration:**

- Valid driver's license (Logistics Department only)

**Other Skills:**

- Office equipment (i.e. fax, scanner, adding machine, calculator, computer, photocopier)
- Charge card verifier
- Multitasking
- Adaptable to change

**Physical Demands:**

- Standing/prolonged, extensive or considerable walking
- Lifts supplies/equipment
- Frequent reaching, stooping, bending, kneeling and crouching
- Assists with lifting and moving patients
- Ability to distinguish and identify different colors
- Frequently carries objects up to 25 lbs. with occasionally carrying and/or lifting objects weighing 50 lbs. or more

**Working Conditions:**

- May be exposed to infections and contagious diseases
- May be exposed to hazards from electrical and radiant energy
- Contact with patients under wide variety of circumstances
- Subject to varying and unpredictable situations
- Frequent pressure due to multiple calls, inquiries, and interruptions
- Handles absentee replacement and change of shifts on short notice

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- (1) The performance of this function is the reason that the job exists and is a critical activity.  
(2) There are limited employees among whom the performance of this function can be distributed.  
(3) This function occupies a great deal of the employee's time.  
(4) This function is highly specialized. Employees are hired for the skill/ability to perform this.  
(5) Failure to perform this function may have serious consequences.  
(8) Exposure to bloodborne pathogens that requires use of personal protective equipment.