



# *Radiology Technician* **JOB DESCRIPTION**

## RESPONSIBILITIES FOR THE X-RAY TECHNICIAN WILL INCLUDE:

- Performing radiology procedures as ordered by the physician(s) in such a way to assure reliability of results and patient safety
- Assist in maintaining appropriate equipment and supplies in the department
- Maintain documentation of patient testing information
- Must be a graduate of an accredited radiology technician program
- IN State Radiology Technician licensure
- Previous X-Ray Experience preferred, not required
- Insuring safety and following and maintaining all federal and state ordinance
- Shifts are 8 AM - 8 PM. Our candidates must be able to work the full 12 hour shift, 8 AM - 8 PM. Our staff is scheduled 7 shifts out of 14 days, 4 (12 hour shifts) one week, and 3 (12 hour) shifts the following week

## PERFORMING MEDICAL ASSISTANT, FRONT AND BACK OFFICE DUTIES, INCLUDING BUT NOT LIMITED TO:

- Welcome patients and obtain medical histories from patients; verify patient information
- Complete patient check-in and check-out along with applicable paperwork
- Prepares charts
- Process payments
- Answer incoming calls
- Schedule patients
- Communicates with all staff

## BACK OFFICE:

- Assist providers during examinations and with procedures
- Prepares treatment rooms for examination of patients
- Performs basic materials management functions to include ordering and stocking of supplies.
- Draw blood for testing
- Conduct EKG
- Prepare and administer medications as directed by a physician
- Communicates with all staff
- Helping clean the clinic with the staff at the end of the shift

**PAY: \$60,000.00 PER YEAR**

