

## **X-Ray Technologist**

### **Job Description**

### **Job Overview**

The Radiologic Technologist operates radiologic equipment to produce radiographs in an office setting. The RT also assists with patient care including rooming patients, entering information into electronic medical record, ordering supplies and other job duties as appropriate.

### **Duties**

- Greets and assists patients, visitors, physicians and other staff members in a polite, prompt, helpful manner.
- Maintain confidentiality and follow all HIPAA and departmental guidelines.
- Must remain flexible in work schedule (overtime, evenings, etc.).
- Ensures operation of radiology equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories.
- Complies with federal, state and local legal and professional requirements.
- Maintains professional and technical knowledge by keeping current licensure.
- Maintains a safe and clean working environment by complying with procedures, rules and regulations.
- Minimizes radiation to patient and staff by practicing radiation protection techniques, using beam restrictive devices, patient shielding, and knowledge of exposure factors.
- Maintains radiology supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

### **Requirements**

- Proficiency in Microsoft suite products such as Word, Outlook and Excel.
- General knowledge and experience with office equipment such as copiers, multi-line phone systems, and fax machines.
- Certification in the field of Radiologic Technology
- Active state licensure
- Typing skills and working knowledge of word processing, electronic mail/calendar
- Familiarity with medical terminology
- Detail-oriented and able to work independently or as a team
- Check and respond promptly to e-mails

### **Education**

- Graduate of an accredited program in Radiologic Technology
- Associates degree or higher in a related field

**Experience**

- Experience in a Medical Office setting is a plus.

**Job Type:** Full-time

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance

**Schedule:** 8 hour shift

**Work Location:** In person