



Technologist Assistant

Temporary Position- Escondido

Position Summary:

Provides general assistance and directs flow for patients, radiologists and technologists. Brings patients from lobby to dressing rooms and scanning areas, provides pre- and post procedure screening and explanation to patient and family (if applicable), assists technologists with positioning patient for exams and procedures, reviews and assists with the verification of exam orders and orders in RIS, PACS, any other required documents/information, etc. Acts as backup for receptionist for staffing shortages and/or when needs arise due to volume of patients needing to be processed,

Essential Duties and Responsibilities:

- Retrieves and escorts patients from the lobby, to the dressing rooms and scanning areas. Verifies patient identification by asking patient, or family member if applicable, complete name, date of birth, reason for examination/procedure and specific area to be examined, including laterality.
- Provides pre / post procedure screening, education and reassurance to patients including but not limited to: introduction of self to patient and patient family, if applicable, screening the patient for safety and medical needs prior to examination, explaining the procedure and the expected length of the exam/procedure, assist with positioning the patient, etc.
- As needed, and if assisting radiologist and/or technologist with procedures, practices sterile and isolation techniques resulting in the prevention of cross-contamination and infection.
- Assists technologists with the verification of orders for future scheduled exams. Follows-up on orders missing, incomplete or those with any questions.
- As needed, greet, check in and register/schedule patients for procedures and exams, accurately obtaining all patient demographics, insurance and billing information, and prepare all pertinent paperwork. Ensure paperwork is completed by patient in a legible and thorough manner.
- Interacts and communicates in a manner to reflect an understanding of the patient's age, culture, state of health, and level of comprehension.
- Maintains efficient and timely patient flow, attempts to stay on schedule. Communicates any delays or changes in the schedule to appropriate staff, to the receptionists and/or patients waiting in the lobby for exams.
- Assists technologists and physicians in preparing for the procedure/exam and clean up between patient exams. Maintains cleanliness and disinfects equipment, supplies and rooms as needed.
- Stocks supplies and clean linens as needed. Removes soiled linens and places in the proper location as needed.
- Maintains a high quality of patient care and communicates in a positive and timely manner with co-workers, physicians, patients, and visitors.



- Assists radiologists with various communications with referring physicians and their staff, coordinates the communications of “Wet Readings” and significant findings, and may assist with managing calls for the radiologists.
- Ensure compliance with State and Federal regulations.
- Perform other job related duties, as assigned

Knowledge/Abilities/Skills:

- Must possess excellent organizational and communication skills.
- Ability to work independently and within prescribed exam times.
- Computer skills/proficiencies, preferably with a RIS (Radiology Information System).
- Must possess the understanding of the functionality of medical office operations, including computer literacy/competency, desired patient through-put while providing optimal patient care and consideration for patient’s circumstances, preferably in outpatient radiology.
- Ability to perform the identified essential functions of the position including the operation of any equipment associated with performing the essential functions.
- Ability to perform the essential functions of the position without posing a direct threat to him/herself, others or property.
- Complies with all applicable policies, rules and regulations as outlined by SDI, State and Federal regulations including compliance with HIPAA privacy and security.
- Ability to adhere to San Diego Imaging’s personnel policies and practices including the attendance and punctuality requirements.
- Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.
- Bilingual (Spanish/English) strongly preferred.

Education:

- High school diploma or equivalent
- Successful completion of Medical Assistant program preferred
- Must possess and maintain current CPR (BLS) certification from American Heart Associations or Red Cross – Must include hands on demonstration.

Work Experience:

- 1-2 years experience directly related to the duties and responsibilities specified.
- Experience in medical field; Medical Assistant or Radiology experience preferred.
- Computer experience, RIS (Radiology Information System) experience preferred.

Physical Demands:

- Ability to stand and walk for 7 to 8 hours, daily.
- Ability to remain calm and courteous during face-to-face contact with patients and doctors.
- Ability to periodically bend, stoop or reach to organize and obtain objects.
- Ability to distinguish telephone ring and caller’s voice, hear and speak over a telephone and in person.



- Ability to speak clearly and be comprehensible.
- Ability to push a wheel chair.
- Ability to keyboard and type accurately.

To apply, please send a current CV or resume to: HR@sandiegoimaging.com