



Technologist Assistant – Full Time

Kearny Mesa/Chula Vista

60% of the job will be performed at Kearny Mesa;

40% of the job will be performed at Chula Vista

Position Summary:

Provide general assistance and directs flow for patients, radiologists and technologists. Provide pre- and post-procedure explanation to patient and family and prepare patient for exam and procedure.

Essential Duties and Responsibilities:

- Provides pre/post procedure education and reassurance to patients including but not limited to: explaining the procedure, how long the procedure will take, physician involvement, position, instructions related to the procedure etc.
- 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, attempt to stay on schedule and avoid long patient waiting times. Communicates any delays to patients waiting for exams.
- Assists technologists and physicians in preparing for the procedure/exam and clean up between patient exams.
- Prints films and/or CDs when necessary.
- Practices sterile and isolation techniques resulting in the prevention of cross-contamination and infection. Maintains cleanliness and disinfects equipment, supplies and rooms as needed.
- Delivers reports, CDs, laboratory/pathology specimens to various physician offices, laboratories and hospital departments as needed.
- Facilitates referring physician requests.
- Maintains a high quality of patient care and communicates in a positive and timely manner with co-workers, physicians, patients, and visitors.
- Assists with maintaining equipment and orders supplies when needed.
- 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.
- Must possess the understanding of the functionality of medical office operations, 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) required.

Education:

- High school diploma or equivalent.
- Must possess and maintain current CPR (BLS) certification from American Health 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, outpatient Radiology office 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