



Technologist Assistant- Full Time

Chula Vista

Position Summary:

Provides general assistance and directs flow based on patient schedules and clinical workflow across all modalities for patients, radiologists and technologists. Brings patients from lobby to 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, etc. Is able to anticipate the needs of the technologists and able to adapt to different volume levels, changes to exam schedules and priorities. For MRI department: safely transports patients to and from Sharp Chula Vista Medical Center to the MRI department and back.

Essential Duties and Responsibilities:

- Retrieves and escorts patients from the lobby, and/or safely transports patients from the hospital, to the scanning areas. Verified patient identification by asking patient, or family member, if applicable, complete name, date of birth, reasons for examination/procedure and are to be examined. For patients from the hospital, also verifies information on the patient's identification bracelet.
- Provides pre / post procedure screening, education and reassurance to patients including but not limited to: screening the patient for safety and medical needs prior to examination, explaining the procedure and the expected length of the exam/procedure, assistant with positioning the patient, etc.
- 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.
- Assists radiologists with various communications with referring physicians and their staff, coordinates the communications of "Wet Readings" and significant findings, and manages incoming calls for the radiologists.
- Processes requests for images and reports. Prints films and/or CDs when necessary. Manages film retrieval and imaging requests for comparison purposes.
- 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, nursing staff for the hospital patients, or 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.
- Delivers reports, CDs, laboratory/pathology specimens to various physician offices, laboratories and hospital departments as needed.
- Maintains a high quality of patient care and communicates in a positive and timely manner with co-workers, physicians, patients, and visitors.
- 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, medical terminology, desired patient throughput 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.
- CPR Certificate issued by the American Heart Association.

Work Experience:

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

Physical Demands:



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- 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 help with moving patients from gurney or wheelchair to scanning table, and to position patients.
- 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 or gurney bed.
- Ability to keyboard and type accurately.

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