

MASON CITY CLINIC

Job Description

Job Title: Radiologic Technologist

FLSA Status: Nonexempt

Job Code:

Department: Radiology

Employee Group: Non-Management

General Summary:

Under general supervision, conducts routine X-ray examinations on patients as ordered. In doing so, prepares patients for diagnostic X-ray procedures, provides instructions, assists patients in positioning body parts, re-stocks exam rooms, and schedules patients for appointments as necessary. Performs related clerical duties such as completing forms, completing fee slips, and so forth.

Principal Duties and Responsibilities:

1. Conducts routine X-ray examinations on patients as ordered by physician or Clinic staff. In doing so follows established techniques and methods in operating digital radiology equipment and PACS system. Ensures technical quality of images and exercises judgment in processing assigned workload.
2. Prepares patients for diagnostic X-ray procedures. In doing so escorts patients to dressing and X-ray rooms, provides verbal and written instructions, assists patients in positioning body parts to be radiographed, and administers drugs, places IVs, and gives enemas and so forth as required.
3. Performs related clerical duties such as completing necessary forms, fee slips, and so forth. Maintains working knowledge and operative skills of Clinic and Radiology computer systems.
4. Maintains adequate level of supplies in examination rooms and reorders as necessary. Ensures equipment is operating properly and contacts appropriate party for equipment repair in order to ensure safe and efficient examination of patients.
5. Reports risk management concerns and questions to appropriate manager.
6. Maintains patient and clinic confidentiality.
7. Performs other special duties as required or assigned to ensure efficient operation of the department.

Knowledge, Skills and Abilities Required:

1. Knowledge of basic radiologic methods and techniques such as chest, upper and lower gastrointestinal, planigram, fluoroscopic, and skeletal procedures normally acquired through completion of a twenty-four month approved (by AMA and ACR) radiologic technology training program. Must provide proof of Basic Life Support via current card prior to employment or within 30 days of hire and maintains current status. Completes Mandatory Reporting requirement within 6 months of hire and renews this requirement every 5 years.
2. Current license by the State of Iowa for "Permit to Practice, General" and current certification by the American Registry of Radiologic Technologists.

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Job Title: _____ Radiology Techs _____

Date: _____ 10/2013 _____
 Department: _____ Radiology _____

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing			X			
Bending				X		
Climbing		X				
Crawling	X					
Crouching				X		
Kneeling				X		
Reading						X
Sitting		X				
Squatting				X		
Standing					X	X
Stooping	X					
Walking					X	

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds				X		
10-20 pounds				X		
20-30 pounds				X		
30-60 pounds				X		
Over 60 pounds				X		

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds				X		
20-30 pounds		X				
30-60 pounds		X				
Over 60 pounds		X				

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail	X		
Color Vision		X	
Field of Vision	X		

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold	X		
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		
Detect Odors	X		
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds	X		
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions						X
Subjected to changing work priorities						X

MASON CITY CLINIC

Job Description

Radiologic Staff Technologist

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation						X
Exposure to infectious disease		X				
Driving automotive equip.	X					
Exposure to weather elements	X					

MASON CITY CLINIC
Job Description

Job Title: Scheduler - Nurse

FLSA Status: Non-exempt

Job Code:

Employee Group: Non-management

Department: Department Specific, i.e. Ortho, etc.

General Summary:

Under general supervision and according to prescribed procedures, contacts patients, prepares necessary forms, verifies precertification and collects completed forms. Following prescribed procedures, reviews medical record information to determine appropriate procedure facility. Uses the computer system to order labs, schedule procedures, verify and update patient data. Performs various clerical duties such as answering telephones, preparing physician schedules, copying materials, preparing forms, files and the like.

Principal Duties and Responsibilities:

- 1) Responsible for timely coordination and scheduling of diagnostic testing exams, procedures and surgeries. In doing so, receives request from providers that includes the patient's name, test(s), procedure(s) and/or surgery to be scheduled, and time frame for scheduling.
- 2) Selects appropriate testing and/or surgical date by coordinating schedules of physician, testing and/or surgical facility and patient.
- 3) Notifies patient, provider and appropriate facilities of test, procedure and/or surgery scheduled date and time.
- 4) Records procedure, surgery and/or testing exam into computer system and surgeon's book.
- 5) Completes required paperwork, obtains appropriate signatures, and routes to appropriate departments.
- 6) Coordinates with Business Office to ensure prepayment paperwork is completed in advance when appropriate.
- 7) Notifies prior authorization department of planned test, procedure and/or surgery and daily checks case management notes and/or under orders to ensure necessary insurance precertification approvals are obtained prior to scheduling tests, procedure and/or surgeries.
- 8) Following established protocols, schedules required preoperative H&P, cardiac clearance or other required preop testing or lab necessary to clear patient for surgery.
- 9) Follows established protocols to retrieve preop test and lab results, determines appropriate plan of care according to established guidelines. Immediately confers with physician on complex and/or difficult situations. Documents information in EMR.
- 10) Following established protocols completes preoperative education.

- 11) Reschedules as necessary notifying all appropriate facilities and physicians of rescheduling or cancellation and documents reschedule or cancellation into electronic medical record (EMR) and in the surgeon's book.
- 12) Works as a supportive team member demonstrating courtesy and helpfulness towards patients, families and co-workers.
- 13) Maintains patient and clinic confidentiality
- 14) Reports risk management concerns and questions to appropriate manager.
- 15) Performs related clerical duties such as completing forms, documenting phone notes, completing orders, billing services, compiling chart information and so forth.
- 16) Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.

Knowledge, Skills and Abilities Required:

- 1) Knowledge of basic nursing procedures, routine testing methods, and taking vital signs at a level as normally acquired through completion of a twelve to eighteen month program from an approved licensed practical nursing program.
- 2) Current license as a Licensed Practical Nurse in the state of Iowa. Must provide proof of Basic Life Support via current card prior to employment or within 30 days of hire and maintains current status. Completes Mandatory Reporting requirement within 6 months of hire and renews this requirement every 5 years.
- 3) Knowledge of basic medical procedures, routine testing methods, and taking vital signs at a level normally acquired through completion of a medical assistant diploma program. Certification preferred.
- 4) Strong keyboarding and computer skills.
- 5) Basic knowledge of insurance protocols preferred.
- 6) Approximately three to six months of work related experience necessary in order to become competent in learning the job duties, scheduling routine tests and procedures, to learn protocols, policies and procedures, and so forth.
- 7) Superior interpersonal skills necessary in order to deal effectively and courteously with patients and families, and exchange patient related information with a variety of Clinic personnel. Interacts effectively with physicians. Interpersonal skills to manage conflict situations in a calm manner.
- 8) Superior organizational and analytical abilities in order to coordinate multiple schedules to ensure efficient and appropriate scheduling of necessary tests and procedures.
- 9) Approximately 85-90 percent of work time is spent reviewing patient data, schedules, and so forth.

10) Position requires the ability to prioritize and multi-task and pay close attention to detail with frequent interruptions.

Working Conditions:

Works in a normal office environment where there are few if any, physical discomforts due to dust, dirt, noise and the like.

Reporting Relationships:

Reports to Department Manager

Approvals:

Clinical Services Manager

Date

Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Created: 6/2013
Revised: 7/2017

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Job Title: Scheduler

Department: various depts.

Date: 8/2010

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing	X					
Bending	X					
Climbing	X					
Crawling	X					
Crouching	X					
Kneeling	X					
Reading						X
Sitting						X
Squatting	X					
Standing		X				
Stooping	X					
Walking		X				

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds	X					
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions					X	
Subjected to changing work priorities					X	

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation	X					
Exposure to infectious disease	X					
Driving automotive equip.	X					
Exposure to weather elements	X					

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception		X	
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision	X		

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds	X		
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold		X	
Distinguish Range of Temperature		X	
Distinguish Surfaces		X	
Fine Motor Skills to Grasp		X	
Manual Dexterity	X		Keyboarding skills
Detect Odors		X	
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds		X	
Form Words	X		
Speak Loudly	X		Some patients are hard of hearing
Speak Softly	X		

8. Mental Activity