



## JOB DESCRIPTION FORM

**Job Title:**  
**Radiology Technician**

**Location:**  
Saipan

### **Job Summary:**

Reports directly to the Radiology Manager and responsible for performing diagnostic radiographs, daily maintenance of x-ray equipment and room, daily maintenance of x-ray film processor and handles processing of radiology request, radiology reports and x-ray films and ensures strict compliance with HIPAA guidelines.

### **Duties and Responsibilities:**

1. Performs diagnostic radiographs to include but not limited to:
  - 1.1 Proper positioning and radiology technique while adhering to radiation safety guidelines and universal precautions
  - 1.2 Processing of exposed x-ray films
  - 1.3 Reloading of x-ray cassette with unexposed film
  - 1.4 Preparation of x-ray films with request for reading by Radiologist
  - 1.5 Assistance to Radiologist in conducting special procedures
  - 1.6 Transfer of patients to and from urgent care as needed
2. Performs daily maintenance of x-ray equipment and room to include but not limited to:
  - 2.1. Daily maintenance of x-ray equipment to sustain continued operations.
  - 2.2. Maintenance of a clean and safe working environment.
3. Performs daily maintenance of x-ray film processor to include but no limited to:
  - 3.1. Warming up of processor in the beginning of the workday
  - 3.2. Properly turning off processor to include opening of the top lid at the end of the workday
  - 3.3. Maintain proper level of fixer and developer in the auto mixer
  - 3.4. Ensure proper handling of x-ray film cassettes for continued use
  - 3.5. Replenish x-ray bin with x-ray film as needed.

- 3.6. Request for maintenance as needed.
4. Handles processing of radiology request, radiology reports and x-ray films while adhering to HIPAA guidelines to include but not limited to:
  - 4.1. Scheduling of patients on PMSI to include appointment card and appropriate pre-exam instructions.
  - 4.2. Logging in of patients into the Radiology Access program.
  - 4.3. Documenting the appropriate CPT and ICD9 codes into the Radiology Access program and encounter tickets.
  - 4.4. Make reminder calls to confirm patients two days prior to appointment.
  - 4.5. Preparation of radiology request with micro-cassette for transcribing.
  - 4.6. Preparation of transcribed official report for signing by Radiologist.
  - 4.7. Filing of signed radiology report in x-ray jackets.
  - 4.8. Distribution of signed reports to the appropriate providers and medical centers.
  - 4.9. Assistance in the preparation of echocardiogram reports to include preparation of video cassette and exam request for shipping to off-island cardiologist for reading, filing of reports in x-ray jackets, and distribution of reports to providers.
  - 4.10. Providing assistance with the Mammography Reporting System (MRS) to include logging in of patients into MRS, inputting Radiologist recommendations, generating a report for signing by Radiologist, filing of signed reports in mammography jackets, distributing reports to providers, and mailing of informational and reminder letters to patients.
  - 4.11. Basic transcribing of normal x-ray exams as needed.
  - 4.12. Preparation and distribution of preliminary radiology reports as needed.
  - 4.13. Scheduling of patients with specialty exams like echocardiograms and pulmonary functions test by coordinating appointments with the corresponding on-call specialty technologist as needed.
  - 4.14. Preparation and release of x-ray films and reports as needed by provider or patient to include signing of release authorization and other necessary documentation.
  - 4.15. Retrieving of x-ray films temporarily checked out to other departments within the FHP Medical Center like Urgent Care or Adult Medicine.
  - 4.16. Re-filing of returned x-ray films into x-ray jackets.
  - 4.17. Purging of old x-ray jackets and films to include logging in of patient information into records retention inventory form, organizing of x-ray jackets for storage and retrieving of stored x-ray jackets as needed.
  - 4.18. Preparation of FHP Saipan x-ray and ultrasound films for reading and forwarding of reports.
  - 4.19. Coordinate retrieval or forwarding of patient x-ray films to and from other medical centers as needed.
5. Schedules patients from the Breast and Cervical Cancer Screening and Early Detection Program under the Department of Public and Social Services to include but no limited to:

- 5.1. Scheduling of mammogram and ultrasound exams with necessary documentation.
  - 5.2. Reminder calls for scheduled patients.
  - 5.3. Retrieval of mammogram films from other medical centers as needed.
  - 5.4. Processing of reports through the MRS system.
  - 5.5. Distribution of reports to Department of Public Health and Social Services.
  - 5.6. Coordination of patients' schedule with the Obstetrics Gynecology Department with regard to pap smears and clinical breast exams as needed.
6. Handles the monitoring and ordering of supplies to maintain proper medical and office supply quantity.
  7. Performs other duties that may be assigned from time to time.

<b>Job Specifications:</b>
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1. Graduate of Associate Degree or two (2) year course – License is not required
2. Minimum of 1 year experience in performing diagnostic radiographs, daily maintenance of x-ray equipment and room, daily maintenance of x-ray film processor and handling and processing of radiology request, radiology reports and x-ray films. Must have thorough familiarity with HIPAA guidelines.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.
5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.
7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
8. Strong ethics and a high level of personal and professional integrity.
9. Knowledgeable of federal and state laws and requirements relating to healthcare management.
10. Computer literate and very highly proficient in using MS office programs.