



3014 Bashor Rd, Goshen, IN. 46526/ P: (574) 533-2531/ F: (574) 533-7788/ info@Apexhss.com

Job Description

Part time (Tuesdays 11-:30am – 6:30pm & Fridays 6:30am -11:30am with optional Monday) clinical position available. Reports to the Physician/Nurse Practitioner/office Manager. Operates basic radiologic equipment determining the quality of ionizing radiation to make quality radiographs on injured and/or sick patients as directed by physicians following accepted policies and procedures under the direction of radiologists.

Position also carries required responsibilities for assisting in general office tasks and patient care duties as follows:

- Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit. Prepared patient for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary. Other assistance and application of patient care as ordered by the attending physician.
- Responsible for administrative as well as clinical tasks, such as maintaining patient records, preparing patients and rooms for examination, assisting physicians with exams, and performing front-desk tasks.

Education and Experience

The knowledge, skills and abilities as indicated below are normally acquired through graduation from an approved school of radiology technology with subsequent registration of the American Registry of Radiologic Technologists (ARRT) and certification by the State Board of Health.

Position Qualifications Minimum Education: Associates degree in radiological sciences or certificate from an AMA approved school. Registered by the American Registry of Radiologic Technology. Valid Indiana State License to operate radiograph producing equipment. Preferred Experience: 2 years prior experience as a Radiology Technician. Knowledge of CPT and ICD-10 coding.

Organizational and clerical skills:

- Medical knowledge: Medical, anatomical, pharmaceutical terminology.
- General Knowledge of basic safety and sanitation.

Computer skills:

- Working experience with Practice Management/Electronic Health Records is preferred. Experience with MediTouch/NextGen medical software is valued.
- Familiarity with Microsoft 365 is valued.

Customer service skills:

- Interpersonal skills
- Phone skills
- Bilingual with proficient Spanish is valued

Physical requirement:

- Stooping, bending, lifting, reaching for supplies
- Requires the physical ability and stamina to operate in a fast-paced environment, walk/stand/sit for prolonged periods of time, and CPR

Job Type: Part-time

Pay: \$20.00 - \$22.00 per hour