

## **Open Door Health Services**

### **Job Description**

**Title:** Medical Assistant/ X-ray Technician  
**Department:** Medical Services/Urgent Care Clinic  
**Reporting Relationship:** Site Supervisor  
**Authority:** None  
**Classification:** Non-Exempt/Full Time

**General Summary of Duties:** This position will perform a variety of patient care activities to provide clinical support and assistance to physicians, nurse practitioners, and medical staff. Assists in the delivery of primary health care and patient care management. Responsible for operating X-ray equipment for assisting providers with diagnosing and/or treating disease/injury.

**Typical Physical Demands:** Requires full range of body motion including handling and lifting patients, manual and finger dexterity and hand-eye coordination. Requires standing and walking for extended periods of times. Occasionally lifts and carries up to 50 pounds. Requires corrected vision and hearing to normal range or use of approved adaptive equipment. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable disease or bodily fluids.

**Typical Working Environment:** Frequent exposure to communicable diseases, toxic substances, medicinal preparations and other conditions common to a clinic environment. Tasks involve contact with blood or body substances.

**Privacy Category:** Functions in the Medical Level. Those areas included in the Privacy Category are listed under Specific Duties/Responsibilities.

#### **Specific Duties/Responsibilities:**

- Greets patients after check-in and assists to examination room.
- Obtain special procedure consent form.
- Pulls needed charts for providers.
- Fills out education log if appropriate.
- Prepares patient for provider by obtaining vital signs, chief complaint, as well as other data such as glucose reading,
- Assists provider with procedures as needed.
- Administers prescribed medications, immunizations and treatments as ordered.
- Obtains lab specimens as ordered.
- Obtains encounter form and takes it to check-out and obtains appointment time and referral from check-out clerk. Also, obtains patients fees for visit.
- Sterilizes instruments as assigned.
- Assist in screening telephone calls for referrals, lab results and prescription refills for the provider.
- Responsible for maintaining cleanliness and stocking all exam rooms.
- Completes telephone prescription refills as assigned.
- Complies with all agency policies and procedures concerning corporate compliance including privacy of protected health information.
- Utilize CR/DR processing equipment for digital X-ray procedures.
- Utilize Tele-Radiology to submit images to off site Radiologist.

- Keeps records of x-ray film, unit activities, and related records. Assist in the care and maintenance of x-ray equipment.
- Other duties as assigned.

**Performance requirements (Knowledge, Skill, Ability):**

- Knowledge of medical practice and care to assist in giving patient care.
- Knowledge of common safety hazards and precautions to maintain a safe work environment.
- Knowledge of basic keyboarding and computer.
- Skill in obtaining vital signs.
- Skill in maintaining records and recording test results.
- Skill in administering a variety of medications as prescribed by the provider.
- Ability to react calmly in emergency situations.
- Ability to read, understand and follow detailed written and oral communication.
- Ability to maintain confidential information.
- Knowledge of the principles and practices of diagnostic radiographic procedures.
- Knowledge of basic chemistry, film apparatus, and film processing techniques.
- Knowledge of how diseases and injuries are diagnosed and imaged radiographically.

**Education:** Must possess a current, provisional, general or limited certificate as an X-ray Technician.

**Experience:** No clinical experience necessary if certified. Must have at least 1 year work experience in health care in clinic/office if not certified.

**Certificate/License:** CPR & First Aid certification  
Certification by the American Registry of Radiologic Technologists in radiography.

The above job description has been explained to me and I understand the contents and responsibilities. I have received a copy of my job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_