

Full Time X-Ray Technician

Orthopaedic & Neurosurgery Specialists, PC - Greenwich, CT – Harrison, NY

Candidates

Position: Full Time X-Ray Technician

Reports to: Operations; Site Operations Manager, Technical; X-Ray Supervisor

Qualifications:

- Graduate of approved school of radiology required (two year course).
- Valid Connecticut X-ray technician license or ARRT registered.
- Minimum five years' experience as X-ray technician preferred.
- Orthopaedic and/or neurological experience preferred.
- Ability to work well under pressure.
- Strong interpersonal and customer service skills.

Responsibilities:

1. Greets patients in prompt and pleasant manner.
2. Promptly escorts patients to X-ray rooms and/or exam rooms.
3. Enters data as required for each X-ray in PACS system in a timely manner.
4. Performs diagnostic X-rays as requested.
5. Interacts/communicates appropriately with physicians, patients and colleagues.
6. Maintains and orders X-ray supplies.
7. Files and retrieves X-rays including OR list.
8. Generates copies of films and creates CDs of digital X-rays.
9. Answers telephone, provides info and processes requests for X-ray copies.
10. Uses Medic and PACS systems to locate patient files.
11. Erases cassettes for imaging on a weekly basis.
12. In cooperation with MA
 - Supplies/Room upkeep
 - Maintains par levels of DME's and medical supplies

- Checks exam rooms and restocks, daily
- Check and restock glove boxes---daily
- Check countertops for neatness.
- Put away unused DME's, supplies—daily
- Check and empty medical waste cans and sharps as needed
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13. Maintains work area in a clean and orderly fashion.

14. Follows all HIPAA policies and procedures.

15. Follows ONS' policies and procedures.

16. Performs other duties/projects as assigned.

ADA requirements:

Has the physical ability to perform job related duties, which may require lifting, bending, stooping, stretching, pulling and pushing.

Required education: Associates Degree

Required experience: 5 years as X-Ray Technician

Required license or certification: Valid CT and/or NY X-ray technician license or ARRT registered