

 Oroville Hospital	Job Description for Radiology Clerk/Aide	Department:	Radiology
		Dept. #:	7630
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director Imaging

Job Summary

The Radiology Clerk/Aide assists on a daily basis with maintaining the appropriate level of department flow.

Duties

1. Bring patients back to dressing room and advise what needs to be removed and gown put on
2. Complete file jacket and necessary billing/paperwork
3. Place call for Radiology Nurse after getting consent information
4. Answer incoming phone lines and transfer when needed
5. Process or collect films and assemble with file jackets
6. Maintain cleanliness of patient areas
7. Have first patient ready to go at 8:00 am for each room as requested by Supervisor
8. Help maintain room supplies
9. Help lift or assist patients on or off exam tables
10. Typing and collecting all items for x-ray file jacket including pulling next days jackets
11. Delivery of x-ray file jackets to proper locations
12. Filing pertinent items
13. Learn how to hang films on alternator
14. If patient prep is required, pass out prep-kits and go over the directions with patients of all ages
15. Schedule all Doppler studies
16. Some special procedures require additional notification and scheduling with a Lab, Surgery and Ambulatory Services
17. Contact outside Hospitals to assist in scheduling MRI studies
18. Notify departments involved of all exam cancellations and appointment changes
19. Answer six incoming telephone lines

20. Give verbal reports to Dr.s and other Medical Facilities
21. Schedule appointments and take Dr.s orders
22. Arrange for transfer or patient x-rays and reports to outside facilities, attorneys, etc
23. Transferring telephone call to appropriate locations within the Imaging Department
24. Type all x-ray flashcards, index cards and charge requisitions
25. Handwrite same information on x-ray file jackets
26. Check daily charges against tech's log sheet, make a copy and put it in the basket for the Radiological Associates
27. Maintain file system; keep x-ray requisitions for 3 months, Daily log ledger and daily index file cards
28. Distribute all mail to Imaging Services
29. Works with computer to get information regarding patients of all ages and to print off additional patient reports
30. X-ray films and reports:
 - A. Copy all x-ray reports (2-5 times dependent upon # of Dr.s, in-patient, out-patient and Radiological Associates)
 - B. Keep a log of all out-going x-ray films as well as incoming film from other facilities
 - C. Screen x-ray reports for completeness; identify missing signatures and directs them back to Medical Records for corrections
 - D. Transports Dr's dictations to Medical Records, match flash cards to the appropriate report and direct to Dr.s for proofing and signature
 - E. Prepare x-ray films and reports that are subpoenaed and handle money and receipts for film copies
 - F. Responsible for assuring x-ray films are pulled for next day surgeries and endoscopies
 - G. Distribute reports on in-patients to Lab at 10am, 2:30pm and 4:30pm. The reports of out-patients, are placed in the Physician's mailbox
31. Any other duties as assigned by Supervisor

Qualifications

1. Knowledge of laser/film processors, protective garments, wheelchairs, gurneys, computers, typewriters, copy machines and 10 key phones
2. High school graduate or equivalent
3. Current BLS
4. No previous experience is required
5. Medical terminology course helpful
6. Ability to demonstrate use of various equipment including, but not limited to; computer, photocopy machine and present telephone system

7. Ability to relate well with physicians, patients of all ages and co-workers
8. Ability to prioritize and problem solve
9. Maintain a calm and reasonable attitude at all times
10. Keeps information regarding patients confidential

Lifting Requirements

Heavy lifting: up to 100 lbs. maximum with frequent lifting and/or carrying objects weighing up to 50 lbs. must be able to stand, stoop, lift and walk without restrictions.