

 Oroville Hospital Job Description for Lead 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. Lead person for all Radiology Clerk/Aides, Patient Transporter and Radiology Students
2. Department contact person for In-Patient studies that require room scheduling times, preps, delayed and or multiple studies
3. Assists Technologists
4. Maintains readiness of next patient by having patient brought to designated location and prepared as needed for specified exam
5. Assures that x-ray file and patient chart is available before study
6. Assists in completion of billing paperwork and pulling any previous films
7. Hands in completed studies to Radiologist as needed
8. Places phone calls and or page to have IP/ER patients returned to designated location
9. Request any old films needed from storage
10. Assists clerical staff
11. Helps to assemble all pertinent paperwork needed prior to patient exam
12. Covers lunch hours and sick relief
13. Answers/directs 10 key phone system

Qualifications

1. Able to operate laser/film processors, protective garments, wheelchairs, gurneys, computers, typewriters, copy machines and 10 key phone systems
2. High School graduate or equivalent
3. Previous experience preferred prior to employment

4. Medical terminology course helpful
5. Able to demonstrate use of various equipment including but not limited to; Computer, photo copy machine and telephone system
6. Ability to prioritize and problem solve
7. Must be able to maintain a calm and reasonable attitude and keep all patient information confidential
8. Current BLS

Lifting Requirements

Frequent lifting and/or carrying objects weighing up to 50 lbs. Must be able to stand, stoop, lift and walk without restriction.