

Job Title	Imaging Support Specialist
Reports To	Director of Operations
Department	Imaging Support Center
Category	Non-Exempt
Job Code	117
Hours	Evenings & Weekends-Variable
Pay	Based on Experience

POSITION SUMMARY

Imaging Support Specialist performs and maintains a variety of duties consistent with the efficient workflow of a Radiologist. Is responsible for operating telephone communication system between general public, patients, physicians and staff. Answers multi-line phones, takes messages, pages physicians and staff, triages calls and routes them to appropriate personnel and departments. Works closely to assist the radiologist in the effective interpretation of exams. Checks in, organizes and prepares radiological exam images from outside clinics, ensuring all required patient information is present and accurate. Medical Assistant experience/certification preferred. Must be able to work in a fast paced environment, multitask and be able to monitor multiple systems concurrently with a high degree of accuracy. Requires the ability to adapt to a changing environment being flexible during the work day. Other duties as assigned.

JOB QUALIFICATIONS

	Minimum Qualifications	Preferred Qualifications
Experience	1-year experience in a medical setting with knowledge of medical terminology and physician support.	Experience in a diagnostic imaging-related field.
Education	High school diploma or equivalent.	
Certification/ Registration/ Licensure/ Age-Specific Competency	None.	Medical Assistant Certification or equivalent.
Analytical Skills/ Customer Relations Skills/Teamwork/ Professionalism	Works with minimum supervision. Ability to problem-solve, maintain high-level attention to detail, communicate and work effectively with physicians, patients and Co-Workers. Must be able to work in fast-paced environment, multitask and be able to monitor multiple systems concurrently with accuracy.	

Computer Skills	Must have a technical aptitude with basic knowledge of computer functions, hardware, and software. Ability to troubleshoot minor computer issues and some familiarity with web browser settings. Willingness to learn and desire to advance technical skillset is essential.	Experience with medical information systems such as RIS, PACS, EMR and voice recognition applications.
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Working Condition Requirements

Physical:	Sitting in comfortable position, some periods of standing and walking
Environmental:	Located in a comfortable indoor area: executive, management and office
Other Working Conditions	Wide-range in office activity levels; may interact constantly with other staff/clients, handling several responsibilities at once.