



## X-Ray Technologist

**Objective:** To perform all diagnostic x-rays and assist in the care of patients. Greet and register patients and handle front office administrative tasks.

**Reports to:** Center Administrator / Physician on Duty

**Primary Responsibilities (including, but not limited to)**

- Perform all diagnostic x-rays
- Assist nursing staff in the performance of triaging newly registered patients
- Direct patients to available examination rooms and ensure rooms are set up based on patient initial complaint
- Ensure each room is cleaned after each patient encounter
- Assist with copying insurance cards and verifying co pays
- Restock medical supplies
- Assist physician with patient care when requested
- Perform general office cleanup at end of day or end of shift
- Perform POC (Point of care) diagnostic tests

**Qualifications**

- Minimum of 3 months experience post-graduation working as a licensed X-Ray Technologist
- Basic understanding of digital x-ray services
- Understanding of the concepts of universal precautions, HIPAA and OSHA
- Team player, excellent verbal and communication skills, adaptable in different situations, possesses excellent client interaction skills, able to multi-task and work independently

I understand that this is a general, not fully inclusive list of those duties I might be asked to perform. I agree that I will check with Doctors Express management if I am unsure about my responsibilities.

I have thoroughly read and understand the duties of this position description.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Doctors Express \_\_\_\_\_ Date \_\_\_\_\_