Our growing company is looking for an imaging tech. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for imaging tech

- Ensures that each scanned document is associated to the appropriate patient
- Ensures that each scanned document is associated to the appropriate patient account
- Ensures that each scanned document is associated to the appropriate document type
- Scans documents according to policies and procedures on an "as-needed" basis as directed by departmental processes and the HIM Document Imaging Manager or their designee
- Prepares medical record documents prior to scanning, according to policies and procedures which
- Appropriately placing leader sheets
- Scans documents according to policies and procedures on an "as-needed" basis as directed by the HIM
- Document Imaging Manager or their designee
- Responsible for the accuracy of the legal medical record through the proper assignment of documents
- To the electronic record having a direct impact on patient care

Qualifications for imaging tech

- Monitors imaging system daily for scanning errors and/or requests
- Participates at regular intervals in quality scanning audits as designated by

- Assists in the operation and troubleshooting of cath lab radiologic equipment to produce quality radiographic images at a functionally independent level of expertise
- Arrive patients, track exams, scan scripts, and schedule exams in the Radiology Information Systems
- Assist Radiologist and Technologist in performing modality specific exams