



# Example of Medical Imaging Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a medical imaging. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical imaging

- Contribute to and evaluate customer surveys to gain insight for future educational offerings based on Voice of the Customer
- Initiate counseling or disciplinary procedures when warranted and according to organizational guidelines
- Complete performance evaluations for assigned staff
- Assume department management accountabilities and tasks during periods of manager's absence
- Follow up on patient orders and referrals to facilitate making the correct appointment
- Make appointment reminder calls, giving directions and instructions on patient prep, also obtaining appropriate lab information
- Coordinate Imaging Services exams with other hospital departments, physician offices and prepares daily schedule for distribution
- Keep accurate records of all films
- Explain procedures carefully and thoughtfully to patients
- Assist Medical Records as needed

## Qualifications for medical imaging

- Must have excellent communication, people skills, and ability to have empathy
- Willingness to travel to both internal and external meetings, including overnight trips
- Able to produce clear, concise, accurate written communication, clearly

- Prior medical records or physician office experience is preferred
- Experience with X-Ray Equipment including portable X-Ray units and C-Arms
- Requires national certification from ARRT