Job Title: Patient Care Team Member  
Job Category: Patient Care Team

Level/Salary Range: MRI TECH  
Position Type: Full-Time

Job Description

**ROLE AND RESPONSIBILITIES**

- Produces high quality diagnostic images with providing excellent patient care.
- Scheduling, Rescheduling, Cancellations (when needed)
- Ensuring all MRI paper work are in the out guide
- Ensure physician productivity by maintaining MRI schedule
- Demonstrate a strong ability to interact with both patients, co-workers, as well as upper management.
- Reviews patient history and assesses physician’s orders or every MRI patient.
- Communicates with physician in a timely, professional manner
- Ensures proper preparation and cleaning of MRI suite at the beginning of the day, in between each patient, as well as at the end of the work day
- Ensures MR safety in the department
- Procedure set-up and organization
- Appropriately fills out any and all medical forms indicated by the physician
- Maintains office supplies inventory by checking stock; anticipating needs; placing and expediting orders; verifying receipt
- Keep office equipment operating by following operating instructions; troubleshooting breakdowns.
- Fill in as a floater (as needed)

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to work as a team member within the departments and all other departments to expedite patient care efficiently.
- Demonstrates a strong ability to interact with both patients, co-workers, as well as upper management, while displaying a high level of caring, listening, dignity, and respect.
- Here at Neurology & Stroke Associates, everything that we do is about care of people - our patients our staff and our partners. We are committed to making a difference by providing hope and healing to vulnerable patients in challenging clinical environments.

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