



<b>Job Title:</b>	Patient Care Team Member	<b>Job Category:</b>	Patient Care Team
<b>Level/Salary Range:</b>	MRI TECH	<b>Position Type:</b>	Full-Time
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Produces high quality diagnostic images with providing excellent patient care.</li> <li>• Scheduling, Rescheduling, Cancellations (when needed)</li> <li>• Ensuring all MRI paper work are in the out guide</li> <li>• Ensure physician productivity by maintaining MRI schedule</li> <li>• Demonstrate a strong ability to interact with both patients, co-workers, as well as upper management.</li> <li>• Reviews patient history and assesses physician's orders or every MRI patient.</li> <li>• Communicates with physician in a timely , professional manner</li> <li>• 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</li> <li>• Ensures MR safety in the department</li> <li>• Procedure set-up and organization</li> <li>• Appropriately fills out any and all medical forms indicated by the physician</li> <li>• Maintains office supplies inventory by checking stock; anticipating needs; placing and expediting orders; verifying receipt</li> <li>• Keep office equipment operating by following operating instructions; troubleshooting breakdowns.</li> <li>• Fill in as a floater (as needed)</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Ability to work as a team member within the departments and all other departments to expedite patient care efficiently.</li> <li>• 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.</li> <li>• Here at Neurology &amp; 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.</li> </ul>			
<b>Employee Signature</b>	Name	<b>Date:</b>	Date
<b>Practice Manager:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time