JOB DESCRIPTION

Position Title: Registration Specialist - Radiology

Position No: 742

JOB SUMMARY
The Radiology Registration Specialist greets and interacts with patients, clinic personnel, and all customers in a courteous, professional manner. The Registration Specialist appropriately meets the needs of patients to ensure a positive encounter and works effectively with providers and staff.

ESSENTIAL JOB FUNCTIONS
1. Regular attendance is an essential requirement of the position.
2. Greets and checks in patient and verifies all patient registration information.
3. Provides patients with the necessary preparations and instructions for scheduled exam.
4. Reviews questionnaires with patients, responding appropriately to contraindications prior to exam.
5. Explains how or assists patients that require changing into a gown prior to procedures.
6. Provides the technical staff with the requests, paperwork, and information necessary for each exam.
7. Uses and manages x-ray images appropriately.
9. Observes and responds to emergency all-call situations within Radiology.
10. Uses computer systems to provide efficient workflow within Radiology.

ADDITIONAL DUTIES
1. Other duties as assigned.
2. Assists in training new Radiology employees and students.
3. Assists co-workers as required to balance workload.

JOB QUALIFICATIONS

Education
Education qualifications must be from a school whose accreditation is recognized by Marshfield Clinic.
Required Education: High School Graduate or equivalent.

Preferred Education: Medical Terminology course completed or completed within 12 months of hire.

Experience
Minimum Experience Required: Two years computer applications, multi-line telephone system, clerical and filing. Proficient use of office equipment.
Certifications/Licenses
The following licensure(s), certification(s), registration(s), etc., are required for this position, which must be maintained in good standing:

Exclusion from Federal Programs
Employee may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment. Employee must immediately notify his/her manager or the Clinic’s Compliance Officer if he/she is threatened with exclusion or becomes excluded from any federally funded program.

Organizational Competencies
1. Customer & Patient Focus
2. Professionalism & Self Development
3. Teamwork
4. Effective Communication

Physical Demands
- Stand unsupported frequently (34 – 66%)
- Walk frequently (34 – 66%)
- Sit frequently (34 – 66%)
- Reach, twist, stoop, and bend frequently (34 – 66%)

Working Conditions
- Work performed within a medical complex with a high degree of interaction with internal and external customers; risk of exposure to blood, body fluids, infectious disease, radiation, toxic substances, hazardous chemicals or medications, and other conditions common to a medical environment is present.

Special Factors
- Occasional changes to scheduled hours may be necessary when required by workload or departmental deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Created By:
Randy Fleischman        December 2011