Position Title: **Imaging Department Operations Support**

Department: Chiropractic Center

Reports to: Imaging Department Manager

Classification/

FLSA Status: Level III (Part-time / Non-Exempt)

Primary Function: Imaging department operations support are responsible for conducting the clerical functions necessary for safe and efficient operation of the imaging department. The primary responsibility is to provide clerical support to the imaging department manager.

Key Responsibilities:

- Schedule patients for spinal imaging appointments
- Ensure the department is adequately staffed during chiropractic center patient care hours
- Assist in daily maintenance of departmental logbooks, technique charts, equipment service records, and intern evaluation records
- Input daily patient information into the electronic health records software
- Transfer appropriate patient images and information between the chiropractic center's various software systems
- Electronically transmit select patient images to the off-site DACBR/radiology facility at the end of each business day for radiology report generation
- Track, print and deliver daily incoming radiology reports to the respective case doctors

- Facilitate all properly authorized patient imaging and/or records release requests
- Ensure compliance with all applicable HIPAA and FERPA regulations concerning patient, student, and intern information whether in electronic or hardcopy format
- Ensure compliance with all applicable South Carolina DHEC regulations concerning radiographic equipment and patient safety
- Report any serious violations of chiropractic center policies or procedures to the imaging department manager
- Inform the imaging department manager of any known defects or malfunctions in imaging department equipment
- Assist in maintaining a clean, organized, and safe imaging department
- Meet with the imaging department manager on an as needed basis to discuss any challenges in the department and viable solutions for improvement
- Assist other chiropractic center staff/support personnel whenever possible with the smooth operation of the chiropractic center
- Exhibit a communication style that projects a professional image
- Demonstrate compassionate and ethical behavior towards patients, interns, and faculty/staff
- Demonstrate an understanding and respect for the chiropractic philosophy, art, and science
- Demonstrate support for Sherman College by participating in the college's annual Lyceum program
- Demonstrate commitment to the mission of Sherman College and support the development of the Sherman College Chiropractor in any way related to the position
- Assume any other duties assigned by the imaging department manager, imaging department director, or dean of clinics
- Actively maintain any certificates and/or licenses necessary for employment eligibility

Basic Knowledge and Skills:

1. A high school diploma, experience in health record maintenance, and customer service
2. Computer skills including MS Office, Outlook, Word, Excel, and experience with electronic health records systems
3. Desire to work in a service-oriented health care environment
4. Professional and courteous telephone and interpersonal skills
5. Strong verbal and written skills
6. Strong organizational skills and attention to detail
7. Ability to perform multiple tasks while maintaining a positive attitude
8. Ability to be assertive when necessary and enforce college and chiropractic center policies and procedures

Physical demands and work environment:

Physical demands: While performing the duties of this job, the employee is required to walk, stand, sit, stoop, use hands and fingers to grasp, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Pulling, and/or lifting of 25lbs. maximum may also occasionally be required.

Exposure: Computer use.

Work Environment: While performing the duties of this job the employee works in a controlled work environment and the noise level is usually minimal.

General sign-off: The employee is expected to adhere to, and act as a role model in adherence to all company policies and procedures.

I have read and understand this explanation and job description:

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Signature: Date: