



THE
RADIOLOGY CLINIC

Job Description – Radiology Workflow Specialist

Department: Clinical Information Technology

Position: Full Time

Job Category (FLSA): Exempt

Reports To: Director of Clinical IT

Approved By: Leigh Ann Hobson

Revision Date:

Effective Date: 11/21/2022

Purpose

The Radiology Workflow Specialist is responsible for a full range of activities which ensure the operational effectiveness and excellence of the organization. They are responsible for the daily operations of the Picture Archiving and Communications Systems (PACS) for The Radiology Clinic. The Radiology Workflow Specialist shares in the after-hours responsibilities of the Clinical Support IT team and serves as a Tier 1 Clinical Support Representative.

Essential Duties

- Daily System Monitoring of PACS
 - Monitoring of unmatched studies
 - Correcting studies via patient merge, study re-allocation, or image re-allocation
 - Correcting studies via Patient Management Tool to create new patients or update patient information
- Study Monitoring and Patient Information Management
- Tier 1 Support Representative
- Assigned Dictation System responsibilities as necessary
 - Physician Profile Editor
 - Output Tracking & Report Search

Other Duties

- Assist as needed in any area of the clinical support team when called upon
- Assist as needed in correcting orders in RIS
- Other duties as assigned

On-Call Duties

- Tier 1 Support Representative
- PACS corrections for outside read locations



Works under the general supervision of the Director of Clinical IT.

Core Competencies

Proven success in the following job competencies:

- Communication and Presentation
- Customer Service
- Champion for Change
- Information and Technology Proficiency
- Problem Solving and Decision Making

Work Experience

- Minimum of 5 years of Radiology work experience with knowledge of clinical workflows

Education

- High School Diploma or equivalent

Computer Skills

- Advanced skills in Microsoft Office applications, specifically Word, Excel, Visio, and Outlook.
- Knowledge of e-mail/scheduling software applications.
- Experience with healthcare software applications and web-based systems i.e. PACS, HIS/RIS, and Dictation programs

Other

- Strong organizational and time management skills.
- Must be educated on and compliant with HIPAA.

Physical Work Demands

- Able to sit and work at a computer keyboard for extended periods of time.
- Able to stoop, kneel, bend at the waist, and reach daily.
- Able to perform general office administrative activities: copying, filing, delivering, and using the telephone.
- Able to lift and move up to 25 pounds occasionally.
- Requires normal, correctable vision and hearing

Other Work Demands

- Regular and on-time attendance.
- Hours regularly exceed 40 hours per week.
- Occasional travel by conventional means including aircraft, motor vehicle and the like within the region and to other locations as required.



THE RADIOLOGY CLINIC

- Occasional after-hours work on systems and applications.
- Good presentation and communication skills.
- Good organizational and time management skills.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

The Radiology Clinic is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees and will make reasonable accommodation when necessary.

If hired, I would be able to perform the essential functions of the job with or without a reasonable accommodation.

Signature

Date