

Mammogram Technologist Aide

Position Summary:

The Technologist Aide is responsible for patient assistance and technologist assistance in the performance of Cross Sectional Imaging and/or AMI Imaging services.

Minimum Qualifications:

Required

- High School Diploma or Equivalent
- American Heart Association BLS required within 60 days of hire
- 1 year of office environment or customer service experience

Preferred

- Certified Nursing Aide or Certified Medical Assistant
- 1 year of healthcare, radiology, imaging, or medical field experience preferred.
- 1 year of medical billing, reception, scheduling, or patient care experience preferred.

Essential Job Functions:

In addition to the essential functions of the job listed below, employees must have on-time completion of all required education as assigned per DNV requirements, Bozeman Health policy, and other registry

requirements.

- Assists radiologist and technologist with interventional procedures.
- Acts as patient escort, prepares patient for exam, provides comfort during procedure, provides constant supervision of patient post procedure, participates in exam utilizing proper sterile technique, and facilitates discharge instructions and documentation of events.
- Ensures orders, lab results and pharmacy review is complete for every patient prior to

appointment. May facilitate correcting or gathering this information on a STAT basis.

- Properly completes or verifies orders for billing and PACS system and to allow for interpretation.
- Assists with making follow-up appointments as appropriate. Manages same day add-on scheduling for patients.
- Ensures efficient department work flow, exam room turn around, and order management.
- Perform other duties as assigned.
- Knowledge, Skills, and Abilities
- Demonstrates sound judgement, patience, and maintains a professional demeanor at all times.
- Ability to work in a busy and stressful environment.
- Strong interpersonal, verbal and written communication skills.
- Ability to work varied shifts.
- Exercises tact, discretion, sensitivity and maintains confidentiality.
- Computer applications, MS Office, EMR, internet applications and standard office equipment.
- Schedule Requirements
- This role requires regular and sustained attendance.

The position may necessitate working beyond a standard 40-hour workweek, including weekends and after-hours shifts.

- On-call work may be required to respond promptly to organizational, patient, or employee needs.

Physical Requirements

- Lifting (Rarely – 30 pounds): Exerting force occasionally and/or using a negligible amount of force to lift, carry, push, pull, or otherwise move objects or people.

- Sit (Continuously): Maintaining a sitting posture for extended periods may include adjusting

body position to prevent discomfort or strain.

- Stand (Occasionally): Maintaining a standing posture for extended periods may include adjusting body position to prevent discomfort or strain.

- Walk (Occasionally): Walking and moving around within the work area requires good balance and coordination.

- Climb (Rarely): Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the

like using feet and legs; may also use hands and arms.

- Twist/Bend/Stoop/Kneel (Occasionally): Twisting, bending, stooping, and kneeling require flexibility and a wide range of motion in the spine and joints.

- Reach Above Shoulder Level (Occasionally): Lifting, carrying, pushing, or pulling objects as

necessary above the shoulder, requiring strength and stability.

- Push/Pull (Occasionally): Using the upper extremities to press or exert force against something with steady force to thrust forward, downward, or outward.

- Fine-Finger Movements (Continuously): Picking, pinching, typing, or otherwise working primarily with fingers rather than using the whole hand as in handling.

- Vision (Continuously): Close visual acuity to prepare and analyze data and figures and to read computer screens, printed materials, and handwritten materials.

- Cognitive Skills (Continuously): Learn new tasks, remember processes, maintain focus, complete tasks independently, and make timely decisions in the context of a workflow.

- Exposures (Rarely): Bloodborne pathogens, such as blood, bodily fluids, or tissues.

Radiation in settings where medical imaging procedures are performed. Various chemicals and medications are used in healthcare settings. Job tasks may involve handling cleaning products, disinfectants, and other substances. Infectious diseases due to contact with

patients in areas that may have contagious illnesses.

*Frequency Key: Continuously (100% - 67% of the time), Repeatedly (66% - 33% of the time),

Occasionally (32% - 4% of the time), Rarely (3% - 1% of the time), Never (0%).

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job classification. They are not to be construed as a contract of any type nor an exhaustive list of all job duties performed by individuals so classified