

POSITION: RADIOGRAPHER

JOB LOCATION: SERI KEMBANGAN

JOB SCOPE:

1. Performs general radiography examinations in accordance with the policies and procedures applicable to the radiology room.
2. Checks and starts up the machines in the mornings.
3. Shut down the machines at the end of the evenings.
4. Verification of patient's identification against Imaging request form before proceeding to any Imaging procedure.
5. Selects proper projections according to departmental policies and procedures guidelines.
6. Makes sure that proper size films and proper exposure factor selection are used during procedures.
7. Receive and register patients, takes and records vital signs, as requested by doctor in duty.
8. Assist male doctor as chaperon when there is a need to examine a female patient. (Task only for female employee)
9. Answer telephone inquiries from patients and others; refer calls as appropriate, and/or schedules appointments with doctor.
10. Obtain and verify patient billing information and maintains records.
11. Assist in maintaining the cleanliness and serviceability of clinic and equipment.
12. Carry out any other tasks as assigned by immediate superior

REQUIREMENT:

1. At least a minimum of Diploma in Radiology/Imaging or equivalent.
2. Independent with good communication skills and able to multitask with conflict deadline and possess integrity, discretion and a good sense of confidentiality.
3. At least 2 years of relevant working experiences especially in Medical/Healthcare industry.