

CANOPY PARTNERS

JOB POSTING

JOB CLASSIFICATION: PRA (Professional Radiology Assistant) STATUS: Full Time

NUMBER OF VACANCIES: 4 HOURS: M-F

DEPARTMENT: IT SUPERVISOR: PRA Manager

JOB DESCRIPTION/REQUIREMENTS/QUALIFICATIONS:

- Facilitates communications by connecting radiologists to other parties in the most efficient manner including telephone calls, e-mails and instant messaging
- Responds to radiologist's requests for further exam preparation, and facilitates exams being ready to read with proper scanned paper work attached, relevant priors attached, and reconstructions sent in a timely manner
- Enters orders into RIS Lite and/or completes exams in CP PACS as per site specific workflow
- Monitors Fluency suspended reports and assist radiologists in getting reports signed in a timely manner
- Faxes reports to referring physician on request
- Monitors ZVision / ISite filters and system dashboards to ensure timely reading of studies
- General exception handling
- Assists Transcription/QA Team as necessary during downtimes
- Assists Transcription/QA Team as necessary during times of heavy workload
- Promote a culture that reflects the organization's values, encourages good performance, and enhances productivity
- Contribute to team effort by accomplishing related results as needed
- Performs other duties as assigned

QUALIFICATIONS/REQUIREMENTS: (Education, Training Required)

Job duties require a High School Diploma/GED or two years of clerical experience and transcription experience; or equivalent combination of education and experience. Intermediate computer proficiency is required in this role.