

MOGA JOB DESCRIPTION

JOB TITLE: Sonographer
CLASSIFICATION: non-exempt

DATE REVISED: November 2014

SUMMARY DESCRIPTION

Sonographers are responsible for performing ultrasound procedures to assist in the treatment of obstetric and gynecological problems. Sonographers are responsible for Bone Densitometry tests as well and report to the Office Manager.

RESPONSIBILITIES

1. The Sonographer performs scans on a daily basis per schedule and referred work ins.
2. The Sonographer provides billing information, ensuring that fee tickets are marked appropriately and summaries are scanned into Integreat.
3. The Sonographer assists providers with procedures such as amniocentesis, sonohysterograms, and IUD insertions, making sure that the necessary equipment is available. The sonographer sends amniocentesis specimens to the appropriate lab according to patient's insurance carrier.
4. The Sonographer is responsible for maintaining ultrasound equipment and ensuring equipment functions properly, notifying the Office Manager immediately of problems. The Sonographer communicates with service engineers to discuss equipment problems.
5. The Sonographer maintains inventory as it pertains to ultrasound.
6. The Sonographer is responsible for making sure providers are never left without ultrasound coverage.
7. The Sonographer performs Bone Densitometry procedures.
 - a. Testing is performed per proper protocol.
 - b. Patients are positioned appropriately for proper image.
 - c. Clear images are taken consistently.
 - d. Patients are escorted to the bone density room and responded to appropriately.
 - e. Reports are generated following proper protocol and scanned into Integreat.

MOGA JOB DESCRIPTION

Sonographer

Page 2

QUALIFICATIONS

High school graduate or equivalent, completion of course in radiologic technology from accredited program approved by the American Registry of Radiologic Technologists, RDMS registered or registry eligible, Bone Densitometry certification, CPR certification.

CHARACTERISTICS

Organized, professional, tactful, helpful

KNOWLEDGE, SKILLS, AND ABILITIES

1. must know ultrasound exam policies and protocols
2. must know how to use operating PC and how to access applicable programs
3. must be able to produce ultrasound images to satisfaction of physician
4. must be able to obtain patient information and images via computer
5. must be able to effectively care for and communicate with patients
6. must be able to maintain cooperative relationships with interdepartmental personnel
7. must be able to multitask and display critical independent thinking skills as related to obstetrics and gynecology

PHYSICAL DEMANDS

Intermittent physical activity including sitting, walking, standing, carrying, bending, and speaking. Must have sufficient freedom of body movement to stand, sit, and move throughout the office. Must have coordination of sight and body movements to use equipment. Sonographers must be able to use correct body mechanics to appropriately assist patients.

MOGA JOB DESCRIPTION

Sonographer

Page 3

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This document is not intended to be an exhaustive list of all responsibilities, skills and working conditions for the persons so classified. An employee may be assigned or requested to perform other related duties.

My job description has been explained to me by my supervisor and I understand it completely. I have received a copy of my job description and performance evaluation criteria. My signature below indicates my ability to perform the duties of the position () without or () with accommodation(s). If accommodation is requested, please list:

Employee's Signature

Date

Administration

Date