

JOB DESCRIPTION

JOB TITLE: EKG TECHNICIAN
DEPARTMENT: ANCILLARY/LABORATORY
RESPONSIBLE TO: LABORATORY MANAGER
STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. To be in attendance and to be on time at designated station.
2. Perform 12 lead ECG's for both resting and pre-exercise/procedures.
3. Perform hook up and training of Holter recorders and event monitors.
4. Maintain records and logs for all EKG's, and Event monitors.
5. Deliver EKG and event monitor reports to the physicians.
6. Understand EKG rhythm, able to identify critical arrhythmias. Documenting and communicating these to the physician.
7. May perform Echoes and/or Treadmill stress testing according to protocol and procedures. Monitor patient and identify any critical change in patient status or EKG changes by documenting and communicating with the physician.
8. Maintain monitoring equipment and supplies with the ability to trouble shoot technical/equipment problems and report them to their manager.
9. Maintain, track an adequate supply of event monitors. Scheduling patients as needed for Event Monitors.
10. Collect and document data pertinent to patient exam in an accurate, concise manner.
11. Demonstrates working knowledge of billing procedures and CPT coding as they pertain to the department.
12. Communicates with fellow clinic employees and physicians so that positive employee relations are maximized.
13. Part of the code team-Delivering the portable EKG unit to all codes in a timely manner. Performing EKGs as part of the code as needed. May also help with the delivery of the crash cart for 3rd floor codes.
14. Ensure that CPR certification is kept up to date.
15. Demonstrates knowledge and understanding of patient privacy rights. Maintains confidentiality of all medical, financial, or other sensitive materials and information in printed, electronic or verbal form, which may jeopardize the privacy of patients and/or employees. Accesses and uses the minimum necessary patient identifiable information to perform job responsibilities and duties and only for authorized purposes.

MARGINAL FUNCTIONS:

1. Assist in the maintenance of equipment service logs, record logs and procedure manual.
2. Support ECHO lab by keeping the area stocked with gowns, towels and exam room paper.
3. Other duties as assigned by the manager.

WORKER QUALIFICATIONS FOR BOTH ESSENTIAL AND MARGINAL FUNCTIONS:

1. Ability to effectively communicate in the English language in person, by phone and in writing.
2. Ability to be physically active 85% of the time and adequate physical ability to include manual dexterity to perform job functions with lifting, bending, pushing, reaching and pulling.
3. Ability to work independently with a high degree of responsibility and accuracy and recognize when physician intervention is crucial.

4. Working knowledge of computer operations and Windows system.
5. Ability to prioritize, problem solve, and work well under pressure.
6. Ability to do basic troubleshooting.
7. Ability to be well organized.
8. Written documentation must be clear, concise and accurate.
9. Ability to lift up to 30 lbs. for distances of no more than 30 feet.

EDUCATIONAL REQUIREMENTS:

1. Completion of an accredited Cardiac Technician course; or
2. Completion of an accredited Medical Assistant course with a minimum of 75 hours of EKG training; and completion of a Basic EKG Arrhythmia course required.
3. Healthcare Provider CPR (BLS) training and certification required.

