

### **POSITION OVERVIEW**

Job Title: Mammo Tech I  
Business Title: Mammo Tech I, Mammo/X-Ray Tech I, Mammo/X-Ray/Fluoro Tech I, Training Mammo Tech  
Job Code: MAMMTECHI  
FLSA Status: Non-Exempt  
Department: Mammo  
Reports to: XXXXX  
Location: OIC  
Draft Date: 07/13/25  
Revision Date: XXXXX  
Approved By: XXXXX  
Role: Individual Contributor

### **POSITION SUMMARY**

Provides healthcare services, applying x-ray energy procedures to assist in the diagnosis or treatment of patients. Performs medical imaging techniques for mammography or x-ray patients and related procedures to demonstrate anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner. Provides excellent patient care by producing and evaluating screening and diagnostic general x-ray and mammography images as ordered by the referring physician.

### **POSITION DUTIES AND RESPONSIBILITIES**

May perform one or more functions including Mammo or Mammo/X-Ray or Mammo/X-Ray/Fluoro

#### **Mammo Tech I and Mammo/X-ray Tech I-Mammo/X-Ray/Fluoro Tech I/Training Mammo Tech:**

- Demonstrates competency and proficiency, following established protocols, in the performance of:
  1. Mammograms and equipment in their assigned work area (which may include DEXA scans).
    - a. Mammo/X-ray Tech I includes radiographic techniques.
    - b. Mammo/Xray/Fluoro includes fluoroscopy procedures
  2. Proper positioning of the patient and equipment.
  3. Selection of the appropriate image receptor and techniques.
  4. Digital information systems utilized in the performance of assigned work, Radiology Information System (RIS) and PACS.
- Identifies each patient and reviews each patient's requisition for consistencies to concur with the examination ordered.
- Applies appropriate patient care and recognizes patient conditions essential for successful completion of the radiologic procedure.
- Reviews patient chart for exam referral/orders with attention to any special instructions within the exam notes, appointment notes or referral request.
- Records the patient's history, including information about priors, as required by established policies and procedures and the American College of Radiology (ACR).
- Performs and maintains all quality assurance records/controls required by ACR, the State and any other credentialing organizations as required by law.
- Assesses the patient's condition; assures patient safety through proper restraining and support devices.

- Identifies proper anatomical orientation on all required images and assures proper identification on all images.
- Checks to see that all images are sent to PACS per policy and procedures and verifies that all images, tech notes and required documents have successfully transmitted to PACS.
- Completes all required paperwork in a timely and accurate manner.
- Verifies that all procedures performed match the procedures listed in the RIS and are listed and coded properly.
- Coordinates the exam with other modalities, as needed.
- Practices radiation safety by applying AARA (As Low As Reasonably Achievable) principals.
- Continuously monitors work, reviews, and utilizes modality QA reports to search for ways of improvement.
- Reports incomplete or incorrect examination to ensure proper patient charge and continuity of patient care.
- Performs all mammographic procedures, according to the Department Procedure Manual.
- Provides radiation protection to staff, patient, and self, according to the prescribed safety standards.
- Adjusts technical factors in proportion to patient and body part being examined.
- Demonstrates courteous, friendly, and professional behavior to patient, referring physicians and co-workers at all times.
- Keeps the work area neat and orderly. Stocks supplies; maintains cleanliness of scan rooms and dressing rooms.
- Maintains and rotates inventory of supplies in exam rooms and notifies supervisor if there is a shortage.
- Demonstrates good working knowledge of all job-related radiological equipment within the clinic.
- Performs other related duties incidental to the work described herein.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to deal efficiently and courteously with all clinical personnel and patients, and to establish effective working relationships.
- Ability to act independently upon information and make decisions that achieve optimal results.
- Ability to assess and identify needs and develop creative strategies.
- Highly motivated, detail oriented and possesses great organizational skills.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Proficient in word processing, spreadsheets, Internet, and presentation software.
- Adheres to all Radiology Partners policies and procedures, including compliance, HIPAA, OSHA, licensing, and accreditation guidelines.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete, and timely fashion.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and is focused on achieving results.

#### **REQUIRED QUALIFICATIONS**

- Education – Graduate of recognized, approved AMA Council of Education program in radiologic technology.
- Certification by the American Registry of Radiologic Technologists (A.R.R.T.).
- State certification as Medical Radiological Technologist (M.R.T.).
- Requires Mammography Certification and current CPR and AED certification.
- Experience – Two years of experience in general diagnostic radiology desired.

**PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- Experience – Two years of experience preferably in mammography.

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

- Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

- Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

- Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

- Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

- Never       Occasionally       Constantly

Communicating with others to exchange information.

- Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

- Never       Occasionally       Constantly

Operating machinery and/or power tools.

- Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

- Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

- Never       Occasionally       Constantly

**Environmental Conditions**

Low temperatures.

- Never       Occasionally       Constantly

High temperatures.

- Never       Occasionally       Constantly

Outdoor elements such as precipitation and wind.

- Never       Occasionally       Constantly

Noisy environments.

- Never       Occasionally       Constantly

Hazardous conditions.

- Never       Occasionally       Constantly

Poor ventilation.

- Never       Occasionally       Constantly

Small and/or enclosed spaces.

- Never       Occasionally       Constantly

No adverse environmental conditions expected.

- Never       Occasionally       Constantly

**Physical Demands**

Sedentary work that primarily involves sitting/standing.

- Never       Occasionally       Constantly

Light work that includes moving objects up to 20 pounds.

- Never       Occasionally       Constantly



Medium work that includes moving objects up to 50 pounds.

Never       Occasionally       Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never       Occasionally       Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

\_\_\_\_\_  
Support Teammate's Signature

\_\_\_\_\_  
Date