**Sonographer**

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**JOB SUMMARY:**

The Sonographer functions as a healthcare provider who, working under the delegated authority of the supervising physician, serves as a medical imaging professional providing clinically relevant information to assist the physician with the diagnosis and treatment of patients. The Sonographer role and responsibilities include providing diagnostic medical sonography services and its various clinical specialties. The Sonographer activities are performed consistent with their education and training, and in accordance with facility policies and procedures and applicable professional standards.

# ESSENTIAL DUTIES & RESPONSIBILITIES:

* Operate and oversee operations of ultrasound equipment and produce images of the body for diagnostic purposes.
* Explain procedures and observe patients to ensure safety and comfort during scan.
* Review patient medical history and supporting clinical information.
* Ensure the sonography examination order is complete, contains relevant information, and meets the

standard of “medical necessity.”

* Communicate with the patient in a manner appropriate to the patient’s ability to understand.
* Position and immobilize patient on examining table.
* Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.
* Use safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
* Review and evaluate developed computer-generated information to determine if images are satisfactory for diagnostic purposes.
* Set up examination room, ensuring that all necessary equipment is ready.
* Review examination images, record, process, maintain patient data, treatment records, and prepare reports.
* Coordinate work with office staff and other technologists and consult with clinical staff.
* Demonstrate new equipment, procedures, and techniques to staff and provide technical assistance.
* Maintain patient privacy and confidentiality in accordance with privacy laws, HIPAA, organization policies and procedures.
* Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels.
* Assist with the daily operation of the sonography facility.
* Assume responsibility for the preventive maintenance program for ultrasound equipment.
* Document any incidental findings that might impact patient safety or patient care and provide that information to the interpreting physician.
* Work with Radiology Imaging Associates (RIA) with uploading images and retrieving reports.

# OTHER DUTIES AND RESPONSIBILITIES:

* Attend required internal meetings, trainings, and events.
* Other duties as assigned.

# EDUCATION AND EXPERIENCE:

**Minimum Education:**

* Associates degree in Sonography required; Bachelor’s degree preferred.

# Minimum Experience:

* Three years’ experience using ultrasound equipment and eClinicalWorks (eCW) health record (EHR) is preferred.
* Demonstrated competence in the specialty area(s) to be performed, including sonographer certification by the American Registry for Diagnostic Medical Sonography (ARDMS) with desirable registries in Abdomen, OB/Gyn and RVT and/or Cardiovascular Credentialing International (CCI).

# KNOWLEDGE, SKILLS & ABILITIES:

* Bilingual in English and Spanish preferred but not required.
* Demonstrate good judgment to determine proper patient diagnoses.
* Demonstrate knowledge of the appropriate use of ultrasound equipment while viewing sound waves and frequencies in different areas of the body.
* Ability to demonstrate the capability to effectively and sensitively respond to the needs and concerns of the full range of [CHC]’s diverse patient population.
* Ability to interact positively and build rapport with patients, coworkers and/or external contacts.
* Ability to work independently and organize work in a manner that ensures accuracy and efficiency.
* Customer service skills including the ability to diffuse upset patients.
* Experience working with Microsoft Office products.
* Ability to handle sensitive information ethically and responsibly.
* Ability to protect the confidentiality of patient, employee and business information.