

## JOB DESCRIPTION

### NVA – SCANNING TECHNICIAN

This position requires scanning duties in support of patient care and treatment.

- Scans all pertinent medical documents into the electronic health records.
- Provides/follows written guidance for proper handling and sharing of hard copy and electronic medical records.
- Follows written guidance to ensure documents are scanned into the appropriate electronic record module(s).
- Collects documents for scanning from multiple departments, daily.
- Prepares documents for scanning and ensuring documentation has been reviewed by doctors prior to scanning.
- Documents scanning categories under the Health Artifact and Image Management Solution (HAIMS).
- Ensures privacy and security of all Patient Health Information (PHI).
- Assists with other duties as needed and assigned.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to:
  - sit, stand, bend, walk, talk, or hear.
  - remain in a stationary position with prolonged periods of sitting, standing, or walking.
  - move about to accomplish tasks or move from one worksite to another.
  - communicate with others to exchange information (face-to-face, listen, talk, type, etc.).
  - use hands to finger, handle or feel; reach with hands and arms; and balance.
  - use a computer keyboard for long periods of time, repeating the same movements (using wrists, hands, and fingers).
  - lifting and/or moving up to 20 pounds.
- Specific vision abilities required by this job include close vision and color vision for reviewing/verifying data on physical documents and computer applications.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges regularly from quiet to loud.

*White Stone Healthcare Resources is an Equal Opportunity Employer.*