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**To apply for this job:** Carefully read the details of this job posting. If you feel, with your skills and experience, you would perform well in this position, respond to this post by submitting your resume. Be sure your resume contains your 1) **email address** and 2) **phone number**.

## **Scanning Technician Pro Re Nata (PRN – as needed) in Dumfries Health Center, Dumfries, VA**

**Job Overview:** This position requires scanning duties in support of patient care and treatment.

**Job Type:** As needed

**Compensation:** \$15.92/Hr.

**Job Location:** Dumfries Health Center, 3700 Fettle Park Drive, Dumfries, VA 22025

**Req ID#:** 22-09

### **Position Requirements:**

Successful applicants for the position as Pro Re Nata (PRN) Scanning Technician shall have the following qualifications:

- Available to work **Monday through Friday, 8:00 AM – 4:30 PM Eastern Time**. While this is not an on-call position and **services are considered occasional**, PRN employees are expected to be available during these days and times to cover absences of their fellow team members.
- A high school diploma or GED equivalent
- Minimum of one (1) year of related experience
- Must be able to pass a Government security clearance
- Must be a U.S. citizen
- One (1) year scanning and indexing experience preferred

- Highly organized team player with attention to detail and a high degree of accuracy
- Familiar with Microsoft Office applications Excel, PowerPoint, Word, and Mail
- Shall be able to read, write, and speak English well enough to effectively communicate with patients and other staff members
- Have knowledge of computer operations and proficiency in the use of basic word processing, data entry, and automated records

### **Essential Functions:**

- 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.
- 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.
- Work-related training is required as directed by HR, team Manager or backup team leader. Training time is paid.
- Work hours for the department are Monday through Friday, 8:00 AM to 4:30 PM, Eastern Time. While this is not an on-call position and services are considered occasional, PRN employees are expected to be available during these days and times to cover absences of their fellow team members.

### **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.

- Attendance as requested required.
- May experience moderate stress.

- 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).
  - lift and/or move medical equipment/files.
- 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.

### **DISCLAIMER**

Cooperative, positive, courteous, and professional behavior and conduct is an essential function of every position. All employees must be able to work with others beyond giving and receiving instructions. This includes getting along with co-workers, peers, and management without exhibiting behavior extremes. Job functions may require personal leadership skills such as conflict resolution, negotiating, instructing, persuading, speaking with others, as well as responding appropriately to job performance feedback from the supervisor. Additionally, the information contained in this job description has been designated to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.