

**Buffalo Medical Group, P.C.**  
**Job Description**

**JOB TITLE:** Registered Echocardiographic Technician  
**DEPARTMENT:** Cardiology  
**REPORTS TO:** Physician  
**FLSA Status:** Hourly; non-exempt  
**SALARY GRADE:** 15NE  
**SALARY RANGE:** \$32.73 - \$51.14

**FUNCTION:** Performs transthoracic echocardiograms in both the standard echo and stress echo protocols as well as assist with other cardiac testing as required.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Perform transthoracic echocardiograms that include 20-40 minutes of continued scanning, clipping and printing, analysis of information, making calculations and providing preliminary report to cardiologist for final interpretation.
- Perform stress echoes in conjunction with cardiologist and stress technician using stress echo format that includes standard 2-D echo, pre-exercise images and post-exercise images.
- If necessary, perform exercise stress tests, EKG's, or hook up Holter monitors in the absence of the stress or cardiac technician.
- Generate charge ticket, providing correct billing code, and making sure proper referrals or waiver signing has been done. Post charges into computer at the end of the day.
- Process echo reports: mail, fax, distribute reports and file. Copy requested studies to optical disc upon request in conjunction with Release of Information Department.
- Order all supplies for echo lab.
- Prepare statistical information for echoes performed.
- Work a schedule that may include nights and weekends to be determined by BMG Administration and/or Lab Director.
- Answer telephones and answer all questions regarding cardiac testing.
- Maintain equipment, address equipment representatives and train in equipment use and applications when needed.
- Assist with all department Quality Improvement initiatives and Accreditation of Lab
- Complies with BMG Corporate Compliance Policy and HIPAA regulations.
- Be prepared to initiate CPR in case of cardiac arrest.

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- Will participate in worksite safety training programs.
- Will comply with all Group policies and procedures including mandatory annual in-services.
- Other tasks as assigned/required.

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**CONTACTS:** Direct patient contact. Contact with service and sales representatives, physicians and office staff inside and outside Buffalo Medical Group as needed. May interact with local echo students and instructors.

**EDUCATION AND TRAINING:** Must be a Registered Diagnostic Cardiac Sonographer. AAS or BS degree in Applied Science required. CPR training, computer skills and a minimum of one-year echo experience preferred.

**EQUIPMENT USED:** Echo machine, EKG machine, treadmill/stress test machine, Holter monitors, BMG computer terminal, PC-Windows, copier, fax machine, calculator.

**PHYSICAL REQUIREMENTS:** Prolonged sitting with left arm raised/angling wrist performing echo; constant eye contact with monitor. Moving of equipment (450 lbs.). Prolonged standing/constant eye contact while performing stress tests. Assisting patients on and off exam tables, out of wheelchairs.

**WORKING CONDITIONS:** Exposure to communicable diseases and toxic substances while performing cardiolyte stress tests, possible injury from moving equipment, exam tables, assisting patients, electrical hazards.

*Job description as of 2/9/2005. Rev 04/16/2014*

***Job Description Acknowledgement:***

I have received, reviewed and fully understand the job description for the Registered Echocardiographic Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_