

UW HEALTH JOB DESCRIPTION

IMAGE MANAGEMENT ASSISTANT

Job Code: 300113	FLSA Status: Non-Exempt	Mgt. Approval: K. Heindl Dietzen	Date: February 2023
Department: Information Services	HR Approval: M. Grayson	Date: February 2023	

JOB SUMMARY

The Image Management Assistant is an entry-level position assigned a variety of standard image management application and database support duties. These responsibilities require proficiency and expertise in coordinating imaging datasets to complete imaging records for use in clinical areas to be viewed via multiple applications. Primary responsibilities include transferring images from electronic media into the database; import of non-electronic images into the database; identifying anatomy, modality, and procedure name standards to appropriately identify imaging studies and label the studies accordingly; utilizing Picture Archive Communication System (PACS) and other tools to merge/link patient records across multiple facilities within the database; and providing patient imaging record review and correction. Work is performed under the direct technical supervision of an advanced level technical or professional staff.

The Image Management Assistant interacts with a variety of applications including PACS, PacsSCAN, PacsCube, Lif eIMAGE, Radiology systems, and Epic.

MAJOR RESPONSIBILITIES

Support Operational Patient Care

- Learn basic ability to transfer images in various imaging modes to and from PACS/and Electronic Medical Record (EMR) databases.
- Obtain basic understanding of the relationships of PACS/EMR databases supporting both internal organizational workflows along with those external sites for which the UW Health PACS is the central hub.
- Under guidance, edit and correct records for UW Health images and other imaging that resides in the UW Health PACS, including the merging and linking of patient records.
- Under guidance, work closely with other staff to provide imaging record services to physicians, faculty, and staff both internally and externally.

Improve Processes and Standards

- Participate in improvement huddles, projects, and teams across UW Health and our partners.
- Contribute to training development and delivery relevant to area of expertise.

Effective Team Member

- With guidance, collaborate with colleagues to improve the culture of safety, respect, customer service, and continuous improvement across UW Health IS and the organization.
- Consistently demonstrate and lead by example teamwork, partnership, collaboration, approachability, and openness to colleagues and team members.

Demonstrate Leadership

- Hold team-level responsibilities and may lead the team for small projects.
- Open to accepting and applying creative suggestions from others.
- Support an environment of trust, discourage group think, seek opposing views, respect differences, and value diversity.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or Equivalent
	Preferred	Education in Health Information Management, Clinical Healthcare, Information Technology, or a related field
Work Experience	Minimum	None
	Preferred	One year of Healthcare or Customer Service experience

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Licenses & Certifications	Minimum	None
	Preferred	
Required Skills, Knowledge, and Abilities	<p><u>Information Services (IS) Core Competencies:</u></p> <p>Emerging proficiency in the following:</p> <ul style="list-style-type: none"> • Communication • Critical Thinking <p><u>Position Specific Competencies:</u></p> <p>Emerging proficiency in at least two IS Image Management competencies including: customer service, workload & time management, subject matter expertise, testing/software testing/QA, troubleshooting, legal, government & compliance, and escalation</p> <p><u>Other Required Skills, Knowledge, and Abilities:</u></p> <ul style="list-style-type: none"> • Knowledge of policies and procedures surrounding record release, record retention, and record destruction • Ability to locate, read, and interpret State and Federal (HIPAA) Statutes/Regulations regarding using and disclosing protected health information, and other miscellaneous legal documents • Knowledge of basic anatomy, modalities, and procedure types to label/code records 	

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.