

THE UNIVERSITY PHYSICIANS JOB DESCRIPTION

POSITION TITLE: Data Entry Clerk, Mammography **DATE WRITTEN:** 03/01

DEPARTMENT: **DATE REVISED:**

REPORTS TO: **SUPERVISOR:**

JOB CODE: 5

HUMAN RESOURCES:

Date

GRADE: 09

STATUS: Non-exempt

Date

POSITION GOALS:

The primary purpose of this position is to assist in the accurate and timely processing of patient clinical data in IDX and assist in non-technical back office functions within the UPI Tucson Breast Center.

QUALIFICATIONS:

Minimum qualifications for successful performance in this position are one year data entry experience; six months experience in a medical environment is preferred. Knowledge of CPT-4 and ICD-9 coding is preferred, as well as use of 10 key.

DUTIES AND RESPONSIBILITIES:

- Data enter all patient information from mammography chart and history forms in IDX MAM prior to radiologist interpretation.
- Ensures all history forms are completed by Radiologist Technologist (RT).
- Schedules and completes accession numbers for any additions exams or special procedures completed during a patient visit.
- Completes patient JD flash cards for RT.
- Hangs films for radiologist interpretation, ensuring films are placed according to protocol.
- Removes films from viewer after interpretation, returns films to correct chart, alphabetize charts and move to report processing area by the end of each day.
- Assists in processing and mailing of mammography and procedure reports to physicians and patients.
- Serves as a back-up for transcription.

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- Assists with data entry for film library service.
- Assists the RT's with non-technical back office duties as time permits; film processing, laundry and stocking of rooms.
- Ensures patient literature is available in exam rooms.
- Ensures film cassettes are returned to mammography rooms.
- Performs all other duties as assigned that are consistent with the qualifications of this position.