



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Radiology Assistant**
SUPERVISOR: Clinic Manager
LOCATION: Peter Christensen Health Center
POST DATE: March 12, 2026
CLOSING DATE: March 26, 2026

General Description: The primary responsibility of this position is to provide the highest standard of customer service within the team environment and in the radiology department. This position greets patients in person, answers phones, and helps to coordinate patient appointments and prior authorizations for Mammography and MRI appointments at Peter Christensen Health Center.

Qualifications: High School Diploma or equivalent. Preferred completion of medical terminology. Experience in working with the public, with a demonstrated ability to maintain confidentiality. Experience in clinical or office setting preferred. Experience with insurance referral and authorization processing preferred.

Salary: \$17.00-\$20.00/hr. depending on qualifications..

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Radiology Assistant

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Clinic Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of the Radiology Assistant is to assist the Radiology department in the functions related to the practice of general radiology, mammography, and MRI. Specific responsibilities include but are not limited to the following:

1. Answer phone calls in a professional and timely manner. Route calls appropriately. Take and send messages accurately and promptly.
2. Schedules imaging/radiology appointments accurately.
3. Acknowledge the presence of all patients in a friendly and professional manner. Check in and register as appropriate.
4. Comply with established clinical policies and procedures and enforces infection control and safety policies.
5. General office duties including faxing, emailing, scanning, printing and mailing letters, etc.
6. Maintain adequate inventory of supplies and equipment.
7. Orient patient to procedures involved. Communicate and prepare patient for testing. Provide removal of jewelry instruction. Any other duties dependent on patient load and Radiology Technologist instruction.
8. Take preventative steps to avoid unnecessary exposure to radiation.
9. Must be able to closely follow Administrative and Radiology Technologist directions.
10. Assist in review and developing departmental policies as necessary.
11. Maintains strictest confidentiality according to HIPAA standards and upholds confidentiality working with sensitive patient data.
12. Participates in mandatory trainings and meetings.
13. Understands the principle of Quality Improvement and participates in appropriate QI projects.
14. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
15. Assist in compilation or collection of data as directed.
16. Initiates precertification and authorizations online, phone or written documentation for all required direct care services for Radiology, Mammography and MRI for all patients: tribal, direct or private.
17. Contacts insurance companies, primary care physicians, and patient families to coordinate services for out of network or denied services.
18. Coordinates with Business Office Supervisor and Billing Staff for accuracy of documentation needed for 3rd party billing.
19. Identifies the need for signature required for consent for treatment and financial agreements to pay per the status of the patient.
20. Inputs all pre-certification and authorizations denied or approved into EHR/PM accurately.
21. Helps educate patient/guardian/parent about the managed care process and means of obtaining valid referrals and authorizations.
22. Responsible for performing all other job duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Tribal and Peter Christensen Health Center Staff.
2. **External:** Frequent contact with patients and outside providers. Direct and frequent communication with insurances for prior authorizations.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Clinic Manager

H. EDUCATION: Must have a current BLS or Heartsaver certification or ability to obtain and maintain within 6 months of employment. High School Diploma or equivalent. Preferred completion of medical terminology.

I. EXPERIENCE: Strong work history and demonstrated ability to work in group setting is required. Knowledge of medical appointment scheduling, customer service experience, working computer knowledge, and one year of work in a medical office setting preferred.

J. SKILLS:

1. Must be able to maintain strict confidentiality according to HIPAA regulations.
2. Possess above average typing ability and mathematical skills.
3. Willing to complete additional training if deemed appropriate.
4. Ability to understand and follow written and verbal instructions.
5. Must be dependable, reliable, responsible, detail orientated, and possess excellent customer service skills.
6. Appropriate and professional telephone etiquette.
7. Must be able to communicate calmly, compassionately, and professionally with all demographics of patients.
8. Skills necessary to gather and information with families and team members in a courteous, professional and confidential manner.
9. Strong organizational and critical thinking skills.
10. Excellent written and verbal communication skills. Clear and concise documentation in electronic health record if indicated.
11. Working knowledge of medical terminology and abbreviations.
12. Knowledge of basic health insurance concepts and patient reporting in addition to understanding medical referral process and prior authorizations.
13. Coordinate schedules, maintain full schedules, keep others informed of schedule changes.
14. Maintain accurate and efficient department records and related duties.
15. Experience with computer programs (such as Microsoft office) and possess average to above average typing ability.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Possible exposure to communicable diseases and other conditions common to a clinic environment. Responsibilities are performed in an office and fast paced clinical setting. Community event participation as directed by supervisor.
2. **Exposure to Hazards:** May be exposed to biohazard materials for which employee is trained on proper use of personal protective equipment. All radiology personnel are issued a personal radiation monitoring device for tracking exposure.
3. **Physical Requirements:** Sitting, walking, bending, long hours of standing, and occasional lifting and carrying items weighing up to 50 pounds. Requires normal vision acuity and hearing.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Radiology Assistant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and may be subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to or vaccination of measles, mumps, rubella, varicella, pertussis/Tdap and Hep B at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee Date

Manager Date

Previously signed

Tribal Administrator Date

Previously signed

Human Resources Director Date