

## UW HEALTH JOB DESCRIPTION

### IMAGE MANAGEMENT SPECIALIST

Job Code: 300115	FLSA Status: Non-Exempt	Mgt. Approval: K. Heindl Dietzen	Date: February 2023
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Department: Information Services	HR Approval: M. Grayson	Date: February 2023
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#### JOB SUMMARY

The Image Management Specialist is responsible for a variety of routine image management application and database support duties in addition to duties of moderate complexity. These responsibilities require proficiency and expertise integrating imaging datasets with complete imaging records that are used in clinical areas and are viewed in 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. The Image Management Specialist utilizes knowledge of release of information processes and policies in performing daily tasks. The incumbent serves as a customer service contact and is responsible for working independently and making decisions based on experience and knowledge.

The Image Management Specialist interacts with a variety of applications including PACS, PacsSCAN, PacsCube, LifeIMAGE, Radiology systems, and Epic.

#### MAJOR RESPONSIBILITIES

##### Support Operational Patient Care

- Transfer images in various imaging modes to and from PACS/and Electronic Medical Record (EMR) databases.
- Use 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 to effectively support.
- 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.
- 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. Be a change advocate. Ask the question "why" and don't accept the status quo.
- Contribute to the development and delivery of training relevant to several areas of expertise.

##### Effective Team Member

- Collaborate with others to improve the culture of safety, respect, customer service, and continuous improvement across UW Health IS and the organization.
- Mentor and teach colleagues with less experience and provide feedback to others as appropriate.

##### Demonstrate Leadership

- Hold team-level responsibilities and lead the team for assigned projects.
- Participate and provide feedback in team interviews.
- Influence others in a collaborative fashion.
- 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	Demonstrated success in the following: <ul style="list-style-type: none"> <li>• Independent transfer of images to and from PACS/and EMR databases</li> <li>• Independent edits and correcting of records for images and other imaging within PACS</li> </ul>

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	Preferred	Two (2) years of healthcare related experience that includes working with digital imaging or electronic medical records
Licenses & Certifications	Minimum	None
	Preferred	
Required Skills, Knowledge, and Abilities	<p><u>Information Services (IS) Core Competencies:</u></p> <p>Intermediate proficiency in the following areas:</p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Critical Thinking</li> </ul> <p>Emerging proficiency in the following areas:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Mentoring and teaching</li> <li>• Lean Management</li> <li>• agile methodology</li> </ul> <p><u>Position Specific Competencies:</u></p> <p>Intermediate proficiency in at least two IS Image Management competencies including: customer service, workload &amp; time management, subject matter expertise, testing/software testing/QA, troubleshooting, legal, government &amp; compliance, and escalation</p> <p><u>Other Required Skills, Knowledge, and Abilities:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of policies and procedures surrounding record release, record retention, and record destruction</li> <li>• Ability to locate, read, and interpret State and Federal (HIPAA) Statutes/Regulations regarding using and disclosing protected health information, and other miscellaneous legal documents</li> <li>• Knowledge and ability to transfer images to and from PACS/and EMR databases; edit and correct records for images</li> <li>• Knowledge of basic anatomy, modalities, and procedure types to label/code records</li> </ul>	

### 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
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.