

FLORIDA HEART ASSOCIATES

JOB POSTING

ARRHYTHMIA SERVICES TECHNICIAN II – Full-time

REPORTS TO: Arrhythmia Services Manager

DUTIES INCLUDE, BUT NOT LIMITED TO:

- 1. Enroll physicians and patients in the Arrhythmia Monitoring Service**
- 2. Perform holter monitor patient hook-up/removal, educates patients about service and monitor use.**
- 3. Evaluate ECG for notification criteria.**
- 4. Perform all monitor billing**
- 5. Triage all urgent monitor results with physician**
- 6. Call patients with holter monitor results**
- 7. Maintain all records of monitoring equipment use**
- 8. Maintain all equipment in good working order**
- 9. Maintain patient confidentiality**
- 10. Management may add or reassign additional duties and responsibilities to this position as needed.**

PERFORMANCE REQUIREMENTS:

- Ability to perform in a fast-paced environment.**
- Ability to prioritize duties.**
- Knowledge of medical ethics and HIPAA guidelines.**
- Knowledge of common safety hazards and precautions to establish a safe work environment.**
- Skill in maintaining department quality assurance.**
- Ability to maintain quality standards.**
- Ability to react calmly and effectively in emergency situations.**

QUALIFICATIONS: Must have ECG rhythm interpretation experience. Basic knowledge of pacemakers, event records and/or Holter monitors preferred. Ability to work independently as well as in a team environment. High level of customer service. Mature, conscientious, accountable and positive attitude.

EDUCATION: High school graduate or equivalent. CMA preferred.

Interested applicants may fill out an Internal Job Application and submit it to Human Resources.

Florida Heart Associates is an Equal Opportunity Employer and is proud to be a drug and tobacco free organization.