

**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. Perform other duties as assigned by supervising manager.**

**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.

**EXPERIENCE:** 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.

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

**Job Posting September 13 – September 19, 2023**