

**Position Title:** EKG Technician

**Position Concept:** The EKG Technician will be responsible for assisting with diagnostic tests using electrocardiograms (EKGs) to capture patient heart rhythm and rate. The EKG Technician performs the EKG during physicals, examinations of patients with a history of heart disease, when patients are experiencing chest pains and other times deemed necessary by physicians. The EKG Technician position reports to the EKG Technician Team Lead.

**Minimum Qualifications & Experience:** The EKG Technician must have a minimum of one year experience. They must be an excellent communicator with ability to multitask in a fast-paced environment. Experience with the MEDENT Practice Management system is a plus. They must have a High school diploma. They must have a successful completion of the EKG course from accredited program including clinical externship, certified Cardiographic Technician or completion of an accredited Cardiovascular Technology, Paramedic or Medical Assistant Program.

**Position Responsibilities:** The EKG Technician position responsibilities include, but are not limited to:

- Record patient's weight and vital signs in the MEDENT Practice Management System.
- Escort patients to exam room and perform EKG as requested by the physician.
- Clean exam rooms and stock with gowns and exam table paper.
- Application, explanation and documentation of event monitors.
- Prepare patients for Nuclear studies and stress tests.
- Perform finger stick tests for Coumadin therapy and obtain information from the patient including confirming medications as well as asking pertinent questions to assess the patients understanding and compliance with Coumadin therapy.
- Reschedule patient appointments, confirm appointments, and document information in patient charts.
- Understand the MEDENT computer system using Patient Master, Scheduling, and E-Superbill.
- Other duties as assigned by supervisor.

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