**Arrhythmia Technician (Part Time)**

**SUMMARY:**

Under general supervision, arrhythmia technician will provide telemetry monitoring & call services for all St. Louis Heart and Vascular (SLHV) offices.

**ESSENTIAL FUNCTIONS (ROLES AND RESPONSIBILITIES):**

1. Monitor cardiac rhythms and document any changes to appropriate physician.
   1. Observe, measure, and interpret rhythms.
   2. Contact patients that are not transmitting data or are non-compliant.
   3. Troubleshoot on the phone or schedule troubleshooting appointments.
   4. Input patient information into Arrhythmia/Centricity system.
2. Document/distribute inventory of all telemetry and event monitors.
   1. Assess need & distributes to each SLHV office monitors and accessories when possible.
   2. Clean and download of stored data from monitors returned from patients in preparation for end of session reports.
3. Work as call center for all SLHV offices for after hours, weekends, holidays and inclement weather/snow days.
   1. Document new patients in mobility.
   2. Take emergent STEMI calls and transfer to appropriate physician on call.
   3. Triage after hour calls to appropriate on call NP/physician.
   4. Document all after hour calls.
   5. Respond to device alerts.
   6. Work with patients to schedule/cancel appointments and notify appropriate location/office of changes.
   7. Monitor off hour security for SLHV offices via remote cameras.
4. Prescription refills.
5. Work with SLHV team to cover overflow calls & manage schedules when time allows.
6. Other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS/COMPETENCIES:**

1. High school or GED required.
2. Exceptional arrhythmia fundamentals.
3. Minimum 1 year telemetry experience.
4. Able to work weekends and holidays.
5. Computer knowledge required, electronic medical records (EMR) highly preferred.
6. Must have excellent customer service skills.
7. Must be able to travel within main locations at SLHV.
8. Must be detailed oriented and able to multi-task.
9. Excellent oral and written communication skills.
10. Must be self-motivated individual.
11. Strong inter-personal skills.
12. Able to work independently with minimal guidance and as part of a team.
13. Multilingual and American Sign Language (ASL) plus.