



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Psychological Specialist
Job Code: 067

Overtime Pay: Ineligible

Primary Responsibility

This is work performing psychological assessments or counseling students.

Typical Tasks

Administers intelligence and personality tests.
Provides consultation to students on personal growth and adjustment issues.
Conducts interviews regarding psychological tests.
Interprets the results of psychological examinations.
May participate in graduate and undergraduate programs for research purposes.

Minimum Qualifications

A master's degree in an appropriate area of specialization.

For questions, please contact
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or call (407) 823-2771

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Counselor
Job Code: 080

Overtime Pay: Ineligible

Primary Responsibility

This is work counseling designated clients.

Typical Tasks

Interviews clients.

Develops comprehensive psychological histories of new clients.

Designs and implements individual treatment plans.

Provides case management and follow up of clients released from counseling.

Assesses progress.

Conducts training regarding behavior management and modification treatment techniques.

Provides crisis intervention to clients.

Acts as liaison between clients and medical staff.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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Class Specifications

TITLE: Medical Staff Credential Manager

CLASS CODE: 251

OVERTIME PAY: Ineligible

PRIMARY RESPONSIBILITY

Facilitates the credentialing and privileging process for physicians and allied healthcare providers.

TYPICAL TASKS

Manages the credentialing and privileging of physicians and allied healthcare providers in accordance with multiple external regulatory and accreditation agencies, state and federal requirements and applicable by-laws and facility policies.

Performs primary source verifications for medical schools, residency programs, fellowship programs, Board Certification, and Board Eligibility.

Processes re-credentialing and re-appointment documents.

Assists physicians in obtaining state licensure and hospital privileges.

Maintains credential files.

Assists in responding to external regulatory and accreditation agency requests.

Maintains physician and medical staff database for medical licenses, certifications, professional liability insurance and renewal expiration dates.

Maintains current medical licenses.

Maintains facility licenses, accreditations, and certifications.

Assists in preparing medical record audits.

Maintains list of certificates of insurance.

Maintains Material Safety Data Sheets (MSDS).

May supervise credentialing analysts and other clerical staff.

MINIMUM QUALIFICATIONS

A bachelor's degree in an appropriate area of specialization and five (5) years of appropriate experience; or a high school diploma and seven (7) years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Dental Hygienist

Job Code: 236

Overtime Pay: Eligible

Primary Responsibility

This is work providing dental hygiene services.

Typical Tasks

Provides dental prophylaxis.

Instructs patients in preventative dental techniques.

Completes and maintains records of patients.

Exposes radiographs.

Maintains inventory.

Participates in research projects.

Plans, develops, and conducts dental health education programs.

Minimum Qualifications

Licensed as a dental hygienist in accordance with Chapter 466, Florida Statutes.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Dental Assistant
Job Code: 237

Overtime Pay: Eligible

Primary Responsibility

This is work assisting a dentist or dental hygienist in the treatment of patients.

Typical Tasks

Prepares trays with instruments and supplies and passes instruments as requested.
Sterilizes and maintains dental instruments and equipment.
Maintains records.
Exposes and develops x-rays.
Orders supplies and maintains inventory.
Mixes cements, pour models, and prepares bite guards.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college and coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Dietician
Job Code: 198

Overtime Pay: Ineligible

Primary Responsibility

This is work planning a nutritional care or food service menu program.

Typical Tasks

Plans and evaluates diets and food service menus.
Monitors nutritional status by observation.
Reviews food intake, medical records, and laboratory tests.
Makes dietary recommendations.
Develops and conducts educational programs on nutrition, diet, or food services.
Counsels clients regarding preventative and therapeutic nutrition and diet.
Consults with and provides information on nutritional care to university personnel.
Collects and interprets nutritional assessment and for clients for studies and survey on the effect of diet on health and disease.

Minimum Qualifications

Must meet the requirements of Chapter 468, Florida Statutes.

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University Support Personnel System Class Specifications

TITLE: Echocardiogram Technician

CLASS CODE: 262

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Performs diagnostic echocardiograms (cardiac ultrasound) and stress echocardiograms in a healthcare clinic.

TYPICAL TASKS

Prepares patients for examinations and explains procedures to patients.

Assesses the patient.

Obtains and records accurate patient history.

Performs echocardiogram procedures.

Consults with referring physician.

Identifies and records appropriate diagnostic images.

Operates complex ultrasound equipment.

Provides summary of technical findings to the referring physician.

Cleans, checks and maintains sonographic equipment.

Maintains departmental documentation.

MINIMUM QUALIFICATIONS

Graduate of an approved ARDMS school; RDCS certification required. At least three (3) years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

University Support Personnel System Class Specifications

TITLE: Senior Health Educator

CLASS CODE: 199

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Conducts health care educational programs.

TYPICAL TASKS

Plans and develops health education program objectives and methodologies.

Identifies health education needs.

Develops health promotion campaigns.

Writes health care educational grant proposal and maintains grant budgets.

MINIMUM QUALIFICATIONS

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

University Support Personnel System Class Specifications

TITLE: Clinical Laboratory Medical Technologist

CLASS CODE: 255

OVERTIME PAY: Ineligible

PRIMARY RESPONSIBILITY

Prepares, analyzes, and performs routine and specialized diagnostic laboratory testing of specimens offered through the clinical laboratory.

TYPICAL TASKS

Performs a variety of tests offered through the clinical laboratory.

Assists with the daily operations, workflow, training, validation, and quality control (QC) activities.

Performs literature searches.

Assists with maintaining compliance with all accreditations and regulations applicable to the laboratory.

Assists with oversight of daily QC logs and instrument maintenance scheduling and documentation.

Assures compliance with Safety and Infection Control practices.

MINIMUM QUALIFICATIONS

A high school diploma; Licensed in the State of Florida as a Medical Technologist; and two (2) years of appropriate experience in a clinical laboratory.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Certified Medical Assistant
Job Code: 071

Overtime Pay: Eligible

Primary Responsibility

This is work providing certified health care to patients under the oversight of a health care provider.

Typical Tasks

Checks patients in and out.

Obtains medical information during check-in and assists health care provider in delivering care.

Gives prescribed medications to patients under the supervision of a health care provider.

Verifies identity of patient receiving medication and records name of drug, dosage, and time of administration on forms or records.

Presents medication to patient and observes ingestion or actually administers medication using specified procedures.

Takes vital signs, observes patient, detects response to medications, and notifies health care provider of reactions.

Baths, dresses, and feeds patients.

Assists in examinations and treatments.

May receive supply of ordered medication and record and restock medication inventories.

Mixes or assembles drugs for administration to patient.

Maintains medical records.

Administers vaccinations.

Minimum Qualifications

Certification as a medical assistant and an Associate's degree.

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University Support Personnel System Class Specifications

TITLE: Phlebotomist

CLASS CODE: 254

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Collects blood specimens for laboratory testing and use by clinicians.

TYPICAL TASKS

Performs venipuncture, arterial and capillary punctures on patients as directed by physician and following medical practice protocols related to safety, infection control, and confidentiality.

Prepares equipment to efficiently collect blood samples.

Labels specimens for identification purposes and enters data into computer.

Assists clinicians with exams and minor procedures.

Prepares treatment rooms.

Greets, assists, and instructs patients in proper specimen collection methods.

Answers patient inquiries.

Cleans and sterilizes equipment, instruments, and work area following safety and infection control procedures.

Inventories and requisitions medical laboratory supplies.

Adheres to HIPAA guidelines and regulations.

MINIMUM QUALIFICATIONS

A high school diploma and one year of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Health Care Technician
Job Code: 069

Overtime Pay: Eligible

Primary Responsibility

This is work performing routine health care support tasks.

Typical Tasks

Collects and records medical information.
Takes vital signs, weights, and measurements.
Obtains specimen using non-invasive means.
Assists in applying and removing plaster or fiberglass casts and dressings.
Prepares examinations rooms.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Registered Nurse Specialist
Job Code: 066

Overtime Pay: Ineligible

Primary Responsibility

This is work implementing nursing education and training programs or providing nursing consultation in a specialized field.

Typical Tasks

Develops health care and nursing education programs.
Develops training programs for nurses and other health care employees.
Reviews programs and projects to insure compliance with nursing standards and policies.
Serves as a nursing consultant in a health care services unit.
Advises management and health care providers regarding nursing practices and procedures for program development, modification or discontinuation.
Develops and implements methodologies, techniques, and plans to monitor the effectiveness of new or modified nursing programs.

Minimum Qualifications

Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Section 210, Florida Administrative Code and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Nurse Manager

CLASS CODE: 263

OVERTIME PAY: Ineligible

PRIMARY RESPONSIBILITY

Manages the clinical support staff and assists in the development and implementation of training and education programs in a healthcare clinic.

TYPICAL TASKS

Assists physicians and clinical support staff with the daily coordination of patient care.

Trains, develops, and supervises clinical support staff.

Manages clinical support staff activity toward patient centered care.

Manages the preparation and maintenance of patient clinical records.

Plans, coordinates and evaluates patient care in conjunction with various services to meet patient's needs.

Assists in the development and implementation of training and education programs for healthcare clinical applications, solutions, and business processes.

MINIMUM QUALIFICATIONS

Associate's Degree in Nursing; Licensed as a registered nurse (R.N.) in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Section 210, Florida Administrative Code; certification in Basic Life Support; and three (3) years of appropriate experience.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Registered Nurse Specialist

Job Code: 064

Overtime Pay: Ineligible

Primary Responsibility

This is work providing specialized nursing care or providing instruction in nursing education and practices.

Typical Tasks

Provides advanced nursing care in a critical, intensive care unit, operating room, psychiatric unit, oncology, pediatrics, etc.

Provides emergency nursing services through crisis intervention techniques or medications.

Conducts individual and group care to facilitate rehabilitation.

Provides health care counseling and education to students.

Provides instruction to nursing students, practicum students, para medical personnel and health care support staff.

Develops nursing education programs.

Minimum Qualifications

Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Section 210, Florida Administrative Code and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Registered Nurse

Job Code: 063

Overtime Pay: Eligible

Primary Responsibility

This is work providing professional nursing care and assisting in coordinating nursing services.

Typical Tasks

Provides advanced nursing care.
Assists physicians in conducting physical examinations.
Observes patients for deviations from normal conditions.
Administers medication.
Assesses patients' conditions.
Serves as lead nurse for a shift.
May take charge of the unit in the supervisor's absence.
Assists in the orientation and training of new nurses.
Refers patients with abnormalities to primary health care physicians.
May coordinate nursing care for outpatients.

Minimum Qualifications

Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Section 210, Florida Administrative Code and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Registered Nurse
Job Code: 062

Overtime Pay: Eligible

Primary Responsibility

This is work providing professional nursing care.

Typical Tasks

Assists physicians in conducting physical examinations.
Observes patients for deviations from normal conditions.
Administers medication.
Assesses patients' conditions.
Prepares clinic charts and records.

Minimum Qualifications

Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Section 210, Florida Administrative Code.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Licensed Practical Nurse
Job Code: 075

Overtime Pay: Eligible

Primary Responsibility

This is work providing practical nursing care to patients under the oversight of a licensed health care provider.

Typical Tasks

Performs initial assessment of patients.
Takes vital signs.
Changes sterile dressings.
Prepares intravenous set-ups.
Reports unusual symptoms of patients.
Updates patient records.

Minimum Qualifications

Licensed as a practical nurse in accordance with Chapter 464, Florida Statutes; or eligible to practice nursing in accordance with Section 210, Florida Administrative Code.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Patient Services Manager
Job Code: 253

Overtime Pay: Ineligible

Primary Responsibility

This is work managing the submission and reimbursement of claims and managing the Patient Services Department staff.

Typical Tasks

Manage the billing and payment functions for the department.
Hire, train, supervise, evaluate and discipline Patient Services Department staff.
Develop and implement billing and payment mechanisms and controls in accordance with internal and external third party payer requirements.
Establish and implement written billing policies and procedures for all billing activities including third-party approvals and collection of patient accounts.
Monitor charge posting, payment, billing and collection operations for compliance with established policies and procedures, regulations and standards, and payer contracts.
Manage actions relating to delinquent accounts, collections agencies, adjustments, and account write-offs.
Oversee month-end closing activities, daily deposits, and preparation of monthly reports.
Identify and resolve patient billing issues.
Make recommendations on collection accounts.
Ensure compliance with application billing and collections rules and regulations.
Maintain confidentiality and adhere to all HIPAA guidelines and regulations.

Minimum Qualifications

A high school diploma and five (5) years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Health Services Business Manager
Job Code: 252

Overtime Pay: Ineligible

Primary Responsibility

This is work supervising and coordinating the daily operation of a medical business office.

Typical Tasks

Supervise and coordinate activities for the business office including the medical clinic scheduling and registration department staff and functions.

Hire, train, supervise, evaluate and discipline business office staff.

Develop business practices, administrative policies, and procedures for the medical business office.

Monitor all scheduling of the administrative team.

Interact with patients and physicians.

Manage workflow of administrative team.

Manage patient flow.

Audit registration and scheduling system.

Audit phone and customer service functions.

Ensure security of medical records.

Maintain confidentiality and adhere to all HIPAA guidelines, regulations and AAHC standards.

Minimum Qualifications

An associate's degree and three (3) or a high school diploma and five (5) years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Patient Services Specialist

CLASS CODE: 259

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Reviews and collects on patient accounts.

TYPICAL TASKS

Reviews, verifies and corrects insurance denials, claim errors, and re-file insurance claims.

Ensures accuracy of all data recorded.

Works payer and self-pay ledgers.

Reviews and resolves third party payer issues.

Contacts delinquent patients to secure past due balances and verify patient information.

Reviews weekly credit reports and processes refunds and reversals.

Identifies problems with non-payment accounts.

Contacts insurance companies for status of delinquent claims.

Ensures collection letters are sent for unpaid accounts.

Develops and monitors patient payment plan schedules.

MINIMUM QUALIFICATIONS

A high school diploma and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Updated: 9/12/16



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Medical Unit Supervisor
Job Code: 079

Overtime Pay: Eligible

Primary Responsibility

This is work supervising general staff support employees in a medical unit.

Typical Tasks

Supervises employees scheduling patients.
Supervises linen and laundry services employees.
Supervises courier service employees.
Supervises employees sterilizing medical instruments.
Supervises employees receiving and stocking medical supplies and equipment.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Health Services Business Staff Specialist
Job Code: 261

Overtime Pay: Eligible

Primary Responsibility

This is work performing non-clinical patient support.

Typical Tasks

Schedules and confirm patient appointments within Electronic Medical Record (EMR).
Manages patient phone calls.
Updates and verifies patient insurance information and file comments.
Greet and receives incoming patients.
Initiates patient encounter upon check-in within the EMR.
Manages patient flow.
Collects balances and copayments.
Maintains patient files within EMR.
Manages patient medical record requests.
Scans documentation into the EMR system.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Pharmacy Technician
Job Code: 212

Overtime Pay: Eligible

Primary Responsibility

This is work assisting a Pharmacist.

Typical Tasks

Mixes pharmaceutical compounds.
Prepares medications.
Fills bottles with prescription pills and capsules.
Labels bottles.
Records the type and number of pills or capsules dispense to each student patient.
Enters patient and pharmacy data into a computer.
Maintains pharmaceutical records.
Stocks pharmaceutical supplies.
Cleans pharmaceutical equipment.

Minimum Qualifications

Registered with the State of Florida, Board of Pharmacy and four years of appropriate experience.

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University Support Personnel System Class Specifications

TITLE: Certified Radiology Technologist

CLASS CODE: 256

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Performs diagnostic radiology imaging and procedures in a healthcare clinic.

TYPICAL TASKS

Performs all diagnostic x-rays including DEXA scans (Dual-Energy X-ray Absorptiometry).

Prepares and operates x-ray equipment.

Ensures that the x-ray equipment is operational.

Assists physician with patient care.

Performs assessments on patients.

Performs point-of-care diagnostic tests.

Positions patients properly using appropriate standards.

Protects patient's safety during x-ray procedures.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college/technical school in an appropriate area of specialization.

Valid State of Florida license as a General Radiographer in accordance with Chapter 468, Florida Statutes.

Valid and current ARRT certification (American Registry of Radiologic Technologists). At least two years of experience working as a Radiologic Technologist in a healthcare setting.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Certified Radiologist Manager

Job Code: 074

Overtime Pay: Ineligible

Primary Responsibility

This is work managing radiology and X-ray services.

Typical Tasks

Enforces radiation safety standards and regulations.
Consults with medical staff regarding radiology and X-ray services.
Supervises the record keeping of radiology and X-ray services.
Represents radiology and X-ray services for the University.
Assists with in-service training and education programs.

Minimum Qualifications

Certification as a general radiographer in accordance with Chapter 468, Florida Statutes and four years of appropriate experience; or certification as a dental hygienist in accordance with Chapter 466, Florida Statutes and four years of appropriate experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Certified Radiologist
Job Code: 072

Overtime Pay: Eligible

Primary Responsibility

This is work operating radiation and X-ray equipment.

Typical Tasks

Conducts diagnostic radiographs.
Calibrates radiographic equipment.
Operates and maintains film processing, diagnostic, radiographic, and other equipment.
Processes film.
Instructs patients as to posture and breathing during exposure.
Prepares records of work.
Maintains files of film and reports.
Retrieves X-ray data.
Gives developed X-rays to health care providers.

Minimum Qualifications

Certification as a general radiographer in accordance with Chapter 468, Florida Statutes;
or certification as a dental hygienist in accordance with Chapter 466, Florida Statutes.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Coding Reimbursement Analyst
Job Code: 267

Overtime Pay: Yes

Primary Responsibility

This is work performing specialized medical coding and billing.

Typical Tasks

Keys charge data into appropriate database using ICD-9-CM and CPT-4 classification systems.

Responsible for clean coding and claim submissions.

Researches coding issues, account issues and unbilled reports and takes necessary measures to resolve issues.

Works with appropriate provider regarding billing and coding questions.

Provides feedback to improve processes and reduce errors.

Communicates with physicians and other care providers to clarify information or documentation.

Assists patients with benefits, pricing, and claims questions.

Minimum Qualifications

Requires a high school diploma, three years of appropriate experience and certification as a Certified Professional Coder. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Medical Records Specialist

Job Code: 076

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining medical records.

Typical Tasks

Classifies, indexes, files, and retrieves medical records.
Codes diagnoses, treatments, diseases, and operations into medical records.
Reviews and audits medical records for accuracy and completeness.
Insures the security and confidentiality of medical records.
Compiles data from medical records.

Minimum Qualifications

Certification as an Accredited Record Technician by the American Medical Record Association; or a high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Speech Therapist
CLASS CODE: 068
OVERTIME PAY: Ineligible

PRIMARY RESPONSIBILITY

Treats speech disorders.

TYPICAL TASKS

Conducts evaluations on speech disorders.

Conducts individual and group treatment sessions.

Utilizes appropriate materials and instruments to diagnosis, treat, and evaluate treatment success.

Prepares written recommendations for treatment to improve the speech of individuals.

Writes reports on individuals receiving treatment.

Maintains client files.

May evaluate the performance of a student in speech practicum.

MINIMUM QUALIFICATIONS

A master's degree in an appropriate area of specialization and possession of the certificate of clinical competence in speech–language pathology or audiology from the American Speech–Language–Hearing Association; or possession of a certificate to practice speech–language pathology or audiology in accordance with Chapter 468, Florida Statutes.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Hearing Impaired Interpreter
Job Code: 178

Overtime Pay: Eligible

Primary Responsibility

This is work interpreting for hearing impaired faculty, staff, or students.

Typical Tasks

Develops educational material for hearing impaired individuals.
Provides interpreting services for university officials who are speaking with groups that include hearing impaired individuals.
Trains faculty and staff to communicate with hearing impaired individuals.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and one year of experience working with deaf and hearing impaired individuals and certification in sign language interpreting at Quality Assurance Level 3 per Florida Registry of Interpreters for the Deaf or the equivalent national certification through the National Registry of Interpreters for the Deaf; or a high school diploma and five years of appropriate experience working with deaf and hearing impaired people and certification in sign language interpreting at Quality Assurance Level 3 per Florida Registry of Interpreters for the Deaf. Appropriate college course work may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Certified Ultrasound Technologist

CLASS CODE: 257

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Performs ultrasound procedures in a healthcare clinic.

TYPICAL TASKS

Performs a variety of technical ultrasound procedures.

Prepares and operates ultrasound equipment.

Ensures that the ultrasound equipment is operational.

Assists physician with patient care.

Performs assessments on patients.

Performs point-of-care diagnostic tests.

Positions patients properly using appropriate standards.

Records and maintains all exam records.

MINIMUM QUALIFICATIONS

Associate's degree in an appropriate area of specialization or a high school diploma. Must have completed an accredited program in ultrasound technology. Valid and current ARDMS certification (American Registry for Diagnostic Medical Sonographer). At least two years of appropriate experience.