

Physical Therapist Technician

Job Specification

Job Description:

Employees in this position work directly under the staff Physical Therapists and Physical Therapist Assistants. They also report to the office managers. PT techs are responsible for daily tasks related to proper functioning of the physical therapy clinic.

Job Duties:

The following duties are typically assigned to the employee in this position. Not all duties listed will be assigned, nor are all assigned duties listed.

- Assist with change-over between patients, including cleaning down tables, equipment, and treatment supplies
- Assist with cleaning the clinic spaces, bathrooms, and trash removal at the end of the day
- Assist patients on and off the various modalities, including but not limited to: cervical and lumbar hot packs or ice packs, the MedLite compression sleeves, HyperIce/Venom products, and Normatec sleeves
- Assist PT's with patient treatment interventions, including guarding the patients during exercise performance, retrieving assistive devices, etc.
- Assist patients with exercise interventions per Physical Therapist designation and with PT supervision
- Manage multiple phone lines
- Medical supply tracking
- Assist with marketing efforts
- Compile medical records
- Remain compliant with HIPAA regulations

Qualifications:

The employee must possess and demonstrate at a minimum the following qualifications, skills, and knowledge base while actively employed by Summit Physical Therapy, Inc.

- High school diploma or equivalent preferred

- Understanding of computer programs including but not limited to WebPT (on the job training available), Microsoft word, Microsoft Excel, and email programs
- Excellent interpersonal skills, communication skills, and time management skills
- Excellent organizational skills and multi-tasking
- Understanding of HIPAA and related legislature
- All employees are to have a current CPR and AED certification (Employees will undergo certification once employed if he or she does not already carry an updated CPR/AED certification)

Work environment

This position will require the employee to work within the physical therapy building as well as occasionally outside the building.

Physical requirements

The employee will demonstrate:

- the ability to squat, stoop, bend, reach, kneel, stand, and sit for extended periods of time
- the ability to safely lift and carry up to 50# from the floor to waist height occasionally
- the ability to safely lift and carry up to 25# from floor to chest height occasionally
- the ability to safely lift and carry up to 10# from floor to chest frequently
- the ability to push/pull heavy objects occasionally
- the ability to complete repetitive tasks such as filing and typing frequently