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TMS Technician

Polaris Psychiatry is seeking a TMS Technician to join our team in Hartford, CT.

As a TMS Technician, you will be responsible for scheduling TMS-related appointments and administering TMS treatments by accurately positioning the TMS equipment's electromagnetic coil according to protocols provided. This role will start out as part-time, and hours will be Monday through Friday. As our practice grows, we aim to transition this into a full-time role, which may include late afternoon/evening hours. The ideal candidate will have a passion for helping others, will be reliable, and will be able to work independently as well as with others.

Requirements:

- High School Diploma or equivalent required. Associate degree, Medical Assistant or other clinical certification preferred.
- A minimum of one year of experience in a medical setting preferred.
- Must be fully vaccinated against COVID-19.
- Must have reliable transportation.
- Must be willing to work late afternoon/evenings (when practice expands in the future).

Responsibilities:

- Scheduling TMS consult appointments (may be done in-person or virtually by physician).
- Scheduling TMS treatment appointments and follow-up appointments with our physicians.
- Administering TMS treatments according to our provider-established clinical guidelines and protocols including but not limited to: preparing the TMS medical device, as applicable; reviewing all medication/treatment administration information with each patient (subject to provider preference); monitoring all aspects of TMS treatment to ensure patient wellbeing and clinical accuracy (training will be provided).
- Reviewing and administering psychiatric rating scales (i.e., PHQ-9) to patients, as applicable, to benchmark treatment progress and ensure continuity of care.
- Recording all treatment session notes and documents in the electronic medical record and collaborating with other team members and/or providers as needed.
- As our practice grows, responsibilities will expand to include obtaining and verifying medical insurance prior authorizations.

Polaris Psychiatry is an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), age (including pregnancy), national origin, military or veteran status, genetic information, disability, or any other basis covered by appropriate law. All employment decisions are based on qualifications, merit, and business need.