



Atlantic Medical Imaging is always looking for talented people to join our Team. If there is a position available that you would like to apply to, please email your resume; cover letter; and salary requirements to [hrdept@atlanticmedicalimaging.com](mailto:hrdept@atlanticmedicalimaging.com). Please be sure to include the position you are applying for with your submission.

**Atlantic Medical Imaging is an Equal Opportunity Employer**

**RECEPTIONIST, FLOAT – FULL TIME**

***Will Float between our offices in Monmouth and Ocean Counties (Wall, Brick, Toms River and Manahawkin)***  
**Must have flexibility to work the day and evening shifts as scheduling necessitates**

Performs radiographic examinations as directed including general radiographic, fluoroscopic and tomographic procedures. Responsibilities include but are not limited to: greeting patients and visitors promptly upon arrival, courteously, compassionately and professionally. Receives incoming telephone calls, makes satisfactory disposition of the calls or transfers to appropriate party. Maintains surveillance of all patients and visitors in the waiting area. Schedules appointments, obtaining necessary information to input computer data. Performs clerical functions necessary to process and maintain all records associated with the practice, ensuring accuracy and completeness. Accepts responsibility and accountability for work assignments ensuring that they are completed efficiently, effectively, accurately and timely as per policy and procedure. At all times, maintains focus on the needs of the patient and provides high quality care and service. Performs other duties as required and assigned. The ideal candidate will have a High School Diploma or equivalent. Previous clerical experience with knowledge of computer operations required. Must demonstrate excellent customer service practices; and have the ability to work in a fast paced environment with minimal supervisor. Qualified candidates will also have previous experience in a medical office or hospital with the ability to work evening and weekend shifts.

***Posted: 06/29/2018***

**RECEPTIONIST, FLOAT – FULL TIME**

***Will Float between our offices in Atlantic and Cape May Counties (Galloway, EHT, Northfield, Somers Point, Hammonton and Cape May Court House)***  
**Must have flexibility to work the day and evening shifts as scheduling necessitates**

Performs radiographic examinations as directed including general radiographic, fluoroscopic and tomographic procedures. Responsibilities include but are not limited to: greeting patients and visitors promptly upon arrival, courteously, compassionately and professionally. Receives incoming telephone calls, makes satisfactory disposition of the calls or transfers to appropriate party. Maintains surveillance of all patients and visitors in the waiting area. Schedules appointments, obtaining necessary information to input computer data. Performs clerical functions necessary to process and maintain all records associated with the practice, ensuring accuracy and completeness. Accepts responsibility and accountability for work assignments ensuring that they are completed efficiently, effectively, accurately and timely as per policy and procedure. At all times, maintains focus on the needs of the patient and provides high quality care and service. Performs other duties as required and assigned. The ideal candidate will have a High School Diploma or equivalent. Previous clerical experience with knowledge of computer operations required. Must demonstrate excellent customer service practices; and have the ability to work in a fast paced environment with minimal supervisor. Qualified candidates will also have previous experience in a medical office or hospital with the ability to work evening and weekend shifts.

***Posted: 06/29/2018***

## **INTERVENTIONAL RADIOLOGY COORDINATOR – FULL TIME**

***Galloway, NJ***

The Vascular Institute Coordinator works strategically with the Administrator of the Vascular Institute, Director of Nursing and the Radiologists to ensure the efficient daily operation of the Vascular Institute. The individual in this role serves as an integral part of a management team overseeing the daily management of the Vascular Institute to ensure excellence in patient care. Responsibilities include but are not limited to: Directly supervising a team of at least 3 Vascular Institute Schedulers; ensuring proper staffing schedules; Working together with the Vascular Institute Medical Director, Administrator, and Director of Nursing to properly define the roles of the Schedulers, providing performance feedback to the staff regularly; conducting annual evaluations; recruiting new staff members when necessary; and ensuring that the staff are properly training and maintaining our expectations for the highest level of service standards; Train, assist, and maintain System Administrator role for the Vascular Institute Electronic Health Record; Assist with departmental budgeting development and review and works with the billing department to address any issues; Develop an understanding of insurer requirements with respect to billing, authorization, and assisting with appeals and other payment issues; Works collaboratively with the Administrator of the Vascular Institute on development of processes and procedures to ensure maximum productivity of the staff and to ensure efficiency with patient flow on a day-to-day basis; and Develop an understanding of all regulatory and safety requirements pertinent to administrative functions in order to assist the Administrator of the Vascular Institute to ensure compliance with all required regulations.

***Posted: 06/28/2018***

## **MAMMOGRAPHY TECHNOLOGIST – PER-DIEM**

***Locations in Monmouth and Ocean Counties – Wall, Brick, Toms River and Manahawkin, NJ***

Performs radiographic examinations as directed including general radiographic, fluoroscopic and tomographic procedures. Performs mammography examinations according to the technical standards established by the radiology department. Utilizes instructional information and methods as established by the management. According to office policy, provides for the safety, health and well-being of all patients, visitors and co-workers. Becomes familiar with and ready to respond to emergency codes and life safety practices as established by the Practice. Performs all other related duties as assigned to ensure that optimum radiologic care, efficient and orderly flow of patients and safe, expedient office operation occurs daily. Provides informal supervision and instructional advice to non-technical personnel assigned to the work area. Utilizes all departmental clerical equipment including computerized information system, copy machines, etc., to ensure that all required office record keeping and documentation is accurate, timely and accessible. The ideal candidate must have completed a formal accredited Radiologic Technology program. Must be registered by the American Registry of Radiologic Technologists (ARRT) and hold a current Rad Tech license in the state of NJ. Must have full knowledge of all aspects concerning radiation protection. Must be Mammography Certified/experienced. Previous Dexa experience preferred.

***Posted: 06/28/2018***

## **MAMMOGRAPHY TECHNOLOGIST – PER-DIEM**

***Locations in Atlantic and Cape May Counties – Galloway, Egg Harbor Twp., Somers Point, Hammonton & Cape May Court House, NJ***

Performs radiographic examinations as directed including general radiographic, fluoroscopic and tomographic procedures. Performs mammography examinations according to the technical standards established by the radiology department. Utilizes instructional information and methods as established by the management. According to office policy, provides for the safety, health and well-being of all patients, visitors and co-workers. Becomes familiar with and ready to respond to emergency codes and life safety practices as established by the Practice. Performs all other related duties as assigned to ensure that optimum radiologic care, efficient and orderly flow of patients and safe, expedient office operation occurs daily. Provides informal supervision and instructional advice to non-technical personnel assigned to the work area. Utilizes all departmental clerical equipment including computerized information system, copy machines, etc., to ensure that all required office record keeping and documentation is accurate, timely and accessible. The ideal candidate must have completed a formal accredited Radiologic Technology program. Must be registered by the American Registry of Radiologic Technologists (ARRT) and hold a current Rad Tech license in the state of NJ. Must have full knowledge of all aspects concerning radiation protection. Must be Mammography Certified/experienced. Previous Dexa experience preferred.

***Posted: 06/28/2018***

## **ULTRASOUND TECHNOLOGIST – FULL TIME**

***Galloway, NJ***

At AMI our technologists perform a variety of Ultrasound studies, including general, Vascular, and Women's Imaging. AMI technologists are skilled, have excellent customer relations experience, and are team players. Our Technologists work closely with radiologist to ensure high quality patient care.

The ideal candidate *must be a graduate of CAAHEP accredited Sonography school and must be registered through ARDMS and/or ARRT. 1-2 years of clinical experience in all phases of Ultrasound preferred.* Qualified candidates must possess excellent interpersonal skills and communication skills.

***Posted: 06/19/2018***

## **MRI TECHNOLOGIST – FULL TIME**

***Galloway, NJ***

The MRI Technologist is responsible for but not limited to: Operating all aspects of MR scanning unit, incorporating extensive knowledge of system's computer and all program modalities to perform scanning procedures and transfer images to film or software for interpretation; Evaluating screening to ensure patient safety in the magnetic field; Consulting with the Radiologist and implementing proper scanning protocols as directed; Completing daily work schedule, documenting in Zotec and on any required forms; Monitoring patient flow and accommodating unscheduled patients and add-on studies; As per office policy, performing all quality control testing, equipment calibrations, warm-up and shut down procedures with proper documentation; Advising the Chief Technologist/Office Administrator of the need for all maintenance, service and repair work; Participating in office meetings, in-service programs, continuing education programs and other designated activity; Responding to office codes, policies and procedures to ensure optimum patient, employee, visitor and physical plant safety and security; Demonstrating competency in dealing with patients in all age categories: neonatal, pediatric, adolescent, adult and geriatric; and Performing all other duties as required and assigned. Ideal candidates for this position will have flexibility to work primarily the evening shifts 2:30 p.m. – 11:00 p.m. with rotating day shifts and weekends. Qualified candidates for this position must be a graduate of AMA-approved school of Radiologic Technology; registered or registry-eligible by the American Registry of Radiologic Technology (ARRT); and a graduate from an approved MRI program. Previous experience preferred.

***Posted: 06/18/2018***

## **ACCOUNTS RECEIVABLE SPECIALIST – FULL TIME**

***Galloway, NJ***

**Monday – Friday 8:30 a.m. – 5:00 p.m.**

The Accounts Receivable Specialist is responsible for but not limited to: Serves as primary contact on all patient billing issues between AMI and the Billing Company; Works as liaison with Billing company to ensure resolution in billing issues and patient account discrepancies; Responds appropriately and thoroughly to internal or external customer inquiries regarding patient account status; Works with the Collection Agency to ensure resolution of billing issues and patient satisfaction; Researches overdue account balances that are in self-pay accounts; Reduces self-pay account balances and increases cash flow through patient phone calls and active follow-up and follow-through; Tracks and reports progress of these accounts and collections on a regular basis; Communicates with the billing company throughout the process until the account has been resolved; Thoroughly analyzes individual claim denials (Authorization/Mismatch Denials; Coding; COB; Credentialing, etc.) and obtains required information to submit clean claim; Analyzes reports and identifies recurring denial trends; Recommends solutions and communicates same to internal departments for information transparency; Works closely with insurance carriers to present and resolve weekly or monthly batched claims issues ensuring timely resolution; and Performs other duties as required and assigned. The ideal candidate will have 3 – 5 years' experience in Accounts Receivable in a medical practice; experience with medical terminology; must be highly organized with the ability to handle multiple projects under minimal supervision. Candidates must have demonstrated expertise in Microsoft Word and Excel; and outstanding communication skills both verbal and written. Candidates must have a high school diploma or equivalent, college degree preferred.

***Posted: 06/19/2018***

**PATIENT SCHEDULER*****Galloway, NJ*****Monday - Friday:** 9:30 a.m. – 6:00 p.m.**Rotating Saturdays:** 4 hours

The Patient Scheduler responsibilities include but are not limited to: Utilizing the computerized patient-scheduling program to accurately schedule appointments for all requested outpatient exams; provides timely, professional and courteous customer service to all patients calling to make appointments or to inquire about services; provides patients with information required to ensure that appropriate preparation takes place before the diagnostic study; and makes certain that the patients are aware of the paperwork needed upon arrival at the office; and performs all other duties as required and assigned. The ideal candidate must have a High School Diploma or GED Equivalency; must possess exceptional communication and customer service skills with the ability to speak clearly and effectively to patient. Candidates must be highly organized and maintain high levels of attention to detail in their work product with the ability to work with limited supervision in a fast paced environment. Candidates must have experience with Excel, Word and other programs in the Microsoft Office Suite.

***Posted: 05/25/2018*****MRI TECHNOLOGIST – PER-DIEM*****Central, NJ Offices in: Brick, Manasquan, Manahawkin and Toms River, NJ******South Jersey Offices in: Cape May Court House; Egg Harbor Twp., Galloway, Hammonton and Somers Point, NJ***

The MRI Technologist is responsible for but not limited to: Operating all aspects of MR scanning unit, incorporating extensive knowledge of system's computer and all program modalities to perform scanning procedures and transfer images to film or software for interpretation; Evaluating screening to ensure patient safety in the magnetic field; Consulting with the Radiologist and implementing proper scanning protocols as directed; Completing daily work schedule, documenting in Zotec and on any required forms; Monitoring patient flow and accommodating unscheduled patients and add-on studies; As per office policy, performing all quality control testing, equipment calibrations, warm-up and shut down procedures with proper documentation; Advising the Chief Technologist/Office Administrator of the need for all maintenance, service and repair work; Participating in office meetings, in-service programs, continuing education programs and other designated activity; Responding to office codes, policies and procedures to ensure optimum patient, employee, visitor and physical plant safety and security; Demonstrating competency in dealing with patients in all age categories: neonatal, pediatric, adolescent, adult and geriatric; and Performing all other duties as required and assigned. Ideal candidates for this position will have flexibility to work primarily the evening shifts 2:30 p.m. – 11:00 p.m. with rotating day shifts and weekends. Qualified candidates for this position must be a graduate of AMA-approved school of Radiologic Technology; registered or registry-eligible by the American Registry of Radiologic Technology (ARRT); and a graduate from an approved MRI program. Previous experience preferred.

***Posted: 04/20/2018***