



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**

**RADIOLOGIST ASSISTANT – FULL TIME**

***Somers Point, NJ***

The Radiology assistant is responsible for but not limited to: performs daily batch film reading support tasks for all modalities as required and directed by the radiologist(s); performs required written documentation including preliminary (wet) reading slips, patient film jackets and other internal records-keeping forms, as applicable. Also ensures that Rad Peer cards are completed and submitted as required; as required, properly documents patient clinical history information on appropriate forms, obtaining the required information from patients, family members, referring/ordering physicians or their staff; performs other related duties and tasks; communicates with all necessary contacts, as directed by the radiologist or supervisor, to ensure the timely and efficient delivery of imaging films interpretation and other clinical services from Atlantic Medical Imaging; provides assistance in maintaining the departmental teaching file; ensures that the Radiologist is prepared with prior mammography images in order to compare with current study; documents biopsy results; schedules all callback patient; performs all other duties as required and assigned.

High School Diploma/GED. The ideal candidate will have excellent organizational skills with the ability to work with minimal supervisor; must possess excellent interpersonal skills; exceptional communication skills both verbal and written; possess a thorough understanding of anatomy in order to properly load films in multi-viewers; demonstrated understanding of the importance of providing exceptional customers service to our patients. Previous experience in a radiology practice required.

***Posted: 02/09/2018***

**RECEPTIONIST – PART TIME**

***Manahawkin, NJ***

**Tuesday & Thursday: 11:30 a.m. – 8:00 p.m.**

**Possibility of Additional Hours including Weekend Evenings and Saturdays as needed**

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: 02/06/2018***

## **MAMMOGRAPHY/DEXA/X-RAY TECHNOLOGIST – FULL TIME**

***Brick and Manasquan, NJ***

**Monday, Thursday & Friday:** 8:30 a.m. – 5:00 p.m.; **Tuesday:** 11:30 a.m. – 8:00 p.m.

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: 02/02/2018***

## **MRI TECHNOLOGIST – FULL TIME**

*2 Positions, 1 for each location listed below*

***Galloway, NJ***

***Manahawkin, 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: 02/02/2018***

## **MEDICAL ASSISTANT – PART TIME**

***Galloway, NJ***

**Monday & Thursday:** 8:30 a.m. – 1:00 p.m.

The Medical Assistant will be responsible for but not limited to: taking vital signs of patients; entering patient information into the computer system; assisting the physician during exams; as well as other duties as directed by the physician. The ideal candidate will be highly motivated; be a graduate of an accredited MA Program with at least one year of medical assisting experience.

***Posted: 01/25/2018***

## **ULTRASOUND TECHNOLOGIST – FULL TIME**

***Galloway, NJ***

Responsibilities for this position include but are not limited to: Performs all requested ultrasonographic exams in accordance with established policy and as per established hours of availability; reviews all patient requests for diagnostic procedures as to designated anatomical part and clinical history; instructs patients regarding procedures and respects patient privacy at all times; ensures that the ultrasound equipment is in excellent operational condition as per established Quality Control procedures; and performs other duties as required and assigned.

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 must be RDMS registered. 1-2 years of clinical experience in all phases of Ultrasound preferred.

***Posted: 01/25/2018***

## **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: 01/23/2018***

## **INTERVENTIONAL RADIOLOGY NURSE – FULL TIME**

***Brick, NJ***

Atlantic Medical Imaging is looking for a Full time RN who can work independently and with minimal supervision in a busy Interventional Radiology office. Ideal candidate will have the necessary skills necessary to assist the Radiologist in the performance of interventional procedures. Experience in Interventional Radiology, Critical Care, Cath Lab, Endo or PACU required. Experience in caring for patients receiving conscious sedation preferred. The ideal candidate must be a graduate of an accredited school of nursing and possess as current RN license in the State of New Jersey. Candidates must possess proven working skills for IV therapy techniques and dispensing/administering medications. Candidates must have current BLS & ACLS certifications.

***Posted: 01/12/2018***

## **RN – PER-DIEM**

***All Central New Jersey Locations (Monmouth and Ocean Counties)***

The RN will be responsible for, but not limited to: assisting the Radiologist in the performance of special procedures as assigned and as per policy; performs verbal and documented assessments on all patients indicated for injection of contrast agents for CCTA's and administration of Lopressor to include complete histories and vital sign monitoring; assures that proper explanation of procedures has been given, understood and, if required, that appropriate consent forms have been signed; per policy and radiologist directives, initiates IV therapy to include venipuncture, administration of contrast agents and/or medications; provides proper patient monitoring during the procedure, providing radiologist with status reports on patient conditions; develops working knowledge of contrast agent indications and contraindications as well as prophylactic treatment prescribed for adverse reactions, Acts as patient advocate and radiologist liaison; conveys radiologic finding, follows up with referring physician offices, hospitals, etc., in assuring that others acknowledge required or prescribed treatment, Depending upon the needs of the organization, will be assigned to other offices on a regular basis to assist with patient care in CT, MR or with any other modality required; performs office related tasks and projects to ensure the efficient, orderly and timely delivery of patient care and daily office operations; demonstrates appropriate level of empathy, understanding and interest in the needs of all patients referred to AMI, Inspects facility emergency kits on a monthly basis and documents appropriate information regarding same; and performs other duties as required and assigned. The ideal candidate must be a graduate of an accredited school of nursing and possess a current RN license in the State of New Jersey. Candidates must possess proven working skills for IV therapy techniques and dispensing/ administering medications. Candidates must have a current BLS & ACLS certifications. Experience in Interventional Radiology, PICU, Endo or post anesthesia recovery preferred. Candidates for this position should have well developed interpersonal skills and basis computer knowledge. Ability to adapt to changing office situations and work independently. Ability to lift, move and carry up to 50lbs. Ability to stand, kneel, bend or stoop as the job requires. Must have the dexterity to extend arms, grasp and hold objects and the ability to feel with hands and fingers. Ability to see and perceive depth with or without corrective lenses. Ability to remain calm and continue to provide courteous customer service when confronted with difficult situation.

***Posted: 12/15/2017***

**LEAD RECEPTIONIST**

***Brick, NJ***

Are you high-energy, enthusiastic, and committed to ensuring the type of customer service that will exceed our patient's expectations? If so, consider working at our busy Somers Point location as our Lead Receptionist. We are looking for someone that will inspire our staff and help us "wow" our patients. Must have the ability to energize the office and contribute to a great work environment. Previous customer service experience required. Previous leadership skills will also be needed to ensure your success. Experience in the healthcare environment preferred, however primary focus will be your ability to inspire others.

***Posted: 12/15/2017***

**ULTRASOUND TECHNOLOGIST – FULL TIME**

***Toms River, NJ***

Responsibilities for this position include but are not limited to: Performs all requested ultrasonographic exams in accordance with established policy and as per established hours of availability; reviews all patient requests for diagnostic procedures as to designated anatomical part and clinical history; instructs patients regarding procedures and respects patient privacy at all times; ensures that the ultrasound equipment is in excellent operational condition as per established Quality Control procedures; and performs other duties as required and assigned.

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 must be RDMS registered. 1-2 years of clinical experience in all phases of Ultrasound preferred.

***Posted: 11/17/2017***