



Interventional Radiology Clinical Manager

General Summary

The interventional radiology Clinical Manager's role is to support the Riverside Radiology & Interventional Associates (RRIA) clinical practice. This position oversees the day-to-day operations for the administrative and support staff at our Riverside Methodist Hospital location which includes personnel management, facilities management, compliance with regulations of governmental agencies, ensuring patient satisfaction and representation of the needs of the physician...

Primary Responsibilities:

- Directs and supervises clinical services in accordance with governmental and other regulatory standards, i.e. OOH, TJC, OSHA, HIPAA and firemarshal.
- Manages administrative and support office staff- including, interviewing, hiring, performance appraisals, coaching, et cetera. Maintains accurate and legal employee files in compliance with LucidHealth and RRIA HR policies.
- Facilitates development of department goals, policies, procedure, and work standards.
- Integrates office processes in the Electronic Medical Records (EMR).
- Compiles/analyzes data, prepares and presents statistical information on department performance productivity, activity, budget to administration.
- Reacts in a timely manner to resolve patient complaints and /or employee conflict.
- Provide support and backup to other areas that require attention.
- Maintains timecards and process payroll accurately and timely.
- Coordinates processes related to billing with LucidHealth Financial Services.
- Maintains open communication with other departments, referring physicians, staff physicians and employees.
- Conducts regular staff meetings
- Interact in a positive and encouraging manner with patients, physicians and all RRIA and hospital staff members.
- Order and maintain clerical supplies.
- Troubleshoot and report equipment issues.
- Represent the office needs of the physicians.
- Oversee internal and external business meeting coordination and project support (i.e. physician schedules).
- Work closely with Dublin Vein Center and all areas of RRIA to develop and maintain good working relationship between entities.
- Work closely with Interventional Radiology departments at Riverside Methodist Hospital and other hospital facilities to develop and maintain good working relationships.
- Approve monthly expenses
- Work closely with IT staff to ensure smooth hardware operation for physicians and staff.
- Maintain petty cash disbursement and records.
- Other duties as assigned.

Additional Responsibilities:

- Establishes, maintains and improves strong positive relationships with the office staff, the public, other Riverside Radiology & Interventional Associates department; and associates.

- Seeks opportunities for continuing education for personal growth.
- Participates in and fosters a performance improvement approach that includes both intradepartmental staff and interdepartmental activities.
- Participate in QA activities
- Assists Marketing Representative in marketing efforts and promotion of practice.
- Provide on-the-job training to new employees.

Knowledge and Skill Requirements:

- Bachelor's Degree or related experience.
- 2-3 years of clinical management or other relevant healthcare experience.
- Previous managerial experience.
- Ability to prepare and maintain records.
- Excellent computer skills.
- Effectively analyze problems and develop well-reasoned solutions and/or recommendations
- Maintain a professional appearance and provide a positive company image to the public.
- A certain degree of creativity and latitude is required.
- Ability to take initiative to continually improve and enhance RRIA.
- Ability to establish and maintain effective working relationships with staff.
- Willingness to perform all duties as assigned.
- Serve as a role model for fellow employees.
- Recognize that the patient's needs are the utmost importance and all efforts are directed toward meeting the individual needs and concerns.

To apply, send resume to Kristin Gallucci at kgallucci@lucidhealth.com