



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. Please be sure to include the position you are applying for with your submission.

Atlantic Medical Imaging is an Equal Opportunity Employer

RECEPTIONIST – FULL TIME

Toms River, NJ

Monday, Tuesday, Thursday & Friday: 1:30 p.m. – 8:00 p.m.

Saturday: 7:30 a.m. – 4:00 p.m.

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: 05/11/2018

LEAD RECEPTIONIST

Galloway, 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 Galloway 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: 05/10/2018

RECEPTIONIST – FULL TIME (2 Positions Available)

Manasquan, NJ

Position 1 - Monday: 9:30 a.m. – 6:00 p.m.; **Tuesday:** 7:30 a.m. – 4:00 p.m.; **Wednesday:** 11:30 a.m. – 8:00 p.m.;

Thursday: 8:30 a.m. – 5:00 p.m.; **Friday:** 8:30 a.m. – 5:00 p.m.; and **Saturday:** Rotating

Position 2 - Monday: 8:30 a.m. – 5:00 p.m.; **Tuesday:** 8:30 a.m. – 5:00 p.m.; **Wednesday:** 7:30 a.m. – 4:00 p.m.;

Thursday: 11:30 a.m. – 8:00 p.m.; **Friday:** 8:00 a.m. – 4:30 p.m.; and **Saturday:** Rotating

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: 05/02/2018

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: 04/27/2018

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: 04/23/2018

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

TECHNICAL AIDE – FULL TIME

Brick, NJ

Monday - Friday: 8:00 a.m. – 4:30 p.m.

Saturday: Rotating

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; have the ability to work in a fast paced environment with minimal supervisor. Previous experience in a medical office or hospital setting a plus.

Posted: 04/20/2018

RADIOLOGIC TECHNOLOGIST – PER-DIEM

Brick; Hammonton; Manahawkin; and Manasquan, NJ

The Radiologic Technician is responsible for but not limited to: performs radiographic examinations as directed including general radiographic, fluoroscopic and tomographic procedures; 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; and other duties as assigned and required.

The ideal candidate will have satisfactory completed a formal Radiologic Technology program from an accredited school. Must be ARRT certified. Must possess valid and current NJ Rad Tech license. Mammo certification helpful but not required. Must have full knowledge of all aspects of radiation protection.

Posted: 04/20/2018

CT TECHNOLOGIST – PART TIME & PER-DIEM

Brick, Manasquan and Toms River, NJ

The CT Technologist will perform all computerized axial tomography examinations per departmental policies, as scheduled and upon demand; perform additional functions including image reconstruction, archiving, filming and other software functions as directed by the Radiologist or as per standard departmental policy; and other duties as assigned. Candidates must have flexibility to work: days; evenings; and weekends.

Qualified candidates for this position must be a graduate of accredited Radiologic Technology program with current NJ license; registered by the American Registry of Radiologic Technology (ARRT) and must be CT ARRT Board Certified. *2-3 years prior experience as CT Tech with CTA, CCTA and reformatting experience strongly preferred.* Knowledge of and proficiency in cross-sectional anatomy is required. CT GE Equipment Experience is required.

Posted: 03/09/2018