



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

RADIOLOGIST ASSISTANT – FULL TIME

Manahawkin & Toms River, 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: 06/01/2018

RECEPTIONIST – FULL TIME

Toms River, NJ

Must be able to work evenings 2 nights per week and every other Saturday.

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: 06/01/2018

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 customers 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