



REAL RADIOLOGY

Position Title: Chief Operating Officer

Department:

FLSA Status: Exempt

Reports to: Chief Executive Officer

Date Created: February 2021

Position Summary: The COO role is a member of the senior management team. They are responsible for many diverse business operations and are expected to be an efficient leader. As COO you will oversee two departments and oversee daily activities of around 40 employees.

Essential Job Functions

- Responsible for Joint Commission Accreditation.
- Supervise the Physician Services and Customer Services departments
- Manage Physician recruitment process to achieve recruitment goals.
- Manage the Physicians scheduling system and coordinate with Partners.
- Execute plan for customer relations and physician liaison process
- Implement and negotiate third party payor processes as needed.
- Develop and implement strategic plans for Physician Service and Customer Service Departments and physician recruitment process.
- Supervise/manage the selection, training, development, appraisal and work assignment of personnel.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/ or Human Resources.
- Lead proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge and skill.
- Occasional overnight travel (up to 20%).
- Perform other duties as assigned.
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Preferred Talents

- Ability to work with mathematical concepts such as probability and statistical inferences.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to prioritize and handle multiple tasks/projects simultaneously.
- Prioritize, organize, and delegate assignments.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members or the business community.
- Ability to write speeches and articles for publication that conforms to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards of directors.

- Demonstrated use of intermediate computer operations (basic programming in 3rd and 4th generation languages, relational databases, and operating systems) and intermediate software packages, word processing, spreadsheet, graphics, etc.

Qualifications

- Bachelor's Degree from a four-year college or university
- Ten years related experience and/or training including

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 25 pounds. The employee must be able to lift and/or move up to 50 pounds occasionally.

Working Environment

While performing the duties of this job, the employee will be exposed to indoor conditions. The noise level in the work environment is usually moderate.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____