

eRAD RIS Optimization Analyst

Job Title: eRAD RIS Optimization Analyst

Reports to: eRAD RIS Optimization Team Lead

FLSA Status: Exempt

JOB SUMMARY

The eRAD RIS Optimization Analyst is responsible for maintaining, documenting, supporting, and training users on the effective use of new eRAD RIS features and initiatives. Works in a fast paced and demanding environment. Under the eRAD RIS Optimization Team Lead, he or she works closely with the Web Team, Interoperability Team, Payment Optimization Team, Clinical Operations, IT staff, and members of the C-Suite. Will have the opportunity to show workflow creativity, bringing implementable solutions to eRAD RIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for creating and maintaining a list of feature requests for RadNet and frequently communicates this agenda with RadNet Operations
- Keeps abreast of current system developments and looks for ways of improving current practices
- Work with peers to test new features and bug fixes prior to “go lives” or software releases
- Keep the eRAD Internal Trainer informed about new features and corresponding training
- Propel the roll out of new eRAD features
- Provide support for customers and staff during software releases
- Become fluent with eRAD RIS, accomplish tasks using existing features, and resolve issues with the system as they arise
- Innovate solutions to unique problems as they appear in eRAD RIS
- Work closely with RIS Support Engineers to document issues and mobilize solutions
- Regularly advocate maintenance features for RIS as well as for eRAD initiatives such as Utilization Management and Online Portals
- Train RadNet staff including new hires, IT teams, and acquisitions (as needed)
- Optimize workflows and create job aids
- Share information effectively and provide appropriate direction, consultation, and recommendations to staff
- Understand and articulate support/project requests from users

PLEASE NOTE: This is not an exhaustive list of all duties, responsibilities and requirements of the position described above. Other functions may be assigned and management retains the right to add or change duties at any time.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- College education or work experience in a related field is preferred.
- Knowledge of Microsoft Excel is preferred.
- Knowledge of Microsoft Power Point is preferred.
- Excellent written and verbal communication skills.
- Must be meticulous and self-motivated.
- Problem solving skills are a must.
- Familiarity with medical terminology is preferred.
- Able to exercise a high degree of initiative, judgment, discretion, and decision making to achieve department and organizational objectives.

eRAD RIS Optimization Analyst

- Strong interpersonal skills
- Must be able to work independently

QUALITY STANDARDS

- Communicates, cooperates, and consistently functions professionally and harmoniously with all levels of supervision, co-workers, patients, visitors, and vendors.
- Demonstrates initiative, personal awareness, professionalism and integrity, and exercise confidentiality in all areas of performance.
- Follows OSHA regulations, RadNet and site protocols, policies and procedures.
- Follows HIPAA, compliance, privacy, safety and confidentiality standards at all times.
- Practices universal safety precautions.
- Promotes good public relations on the phone, via email and in person.
- Adapts and is willing to learn new tasks, methods, and systems.
- Completes job responsibilities in a quality and timely manner.

PHYSICAL DEMANDS

This position often requires sitting, standing, walking, bending, twisting, reaching with hands and arms, using hands and fingers, handling, or feeling, speaking, listening, and high-level cognitive thinking. Also, must be able to lift up to 10 pounds occasionally. The position requires the ability to travel (~20% of time), drive a vehicle, and utilize other forms of transportation.

WORKING ENVIRONMENT

An office setting.