

CANOPY PARTNERS

JOB POSTING

JOB CLASSIFICATION: Executive Administrative Assistant STATUS: Full Time

NUMBER OF VACANCIES: 1 HOURS: M-F

DEPARTMENT: ADMIN SUPERVISOR:

JOB DESCRIPTION/REQUIREMENTS/QUALIFICATIONS:

- Prepare cases for cancer conferences and e-mail radiologists cancer conference lists. Communicate with hospital staff and/or Canopy IT staff concerning questions about cancer conference cases or loading images. Communicate any cancer conference schedule changes to radiologists and CP schedulers.
- Distribute incoming/outgoing mail, phone calls, Moses Cone Hospital (MCH) Peripheral Vascular Lab cases to ensure timely and efficient dissemination of information.
- Assist in distribution of radiologists' schedules to optimize time for meetings, projects, and emergencies. Coordinate meeting list and distribute to hospital and outpatient sites. Communicate changes as needed.
- Coordinate meeting arrangements, providing nutrition and travel/hotel accommodations as needed.
- Arrange student activities by coordinating Moses Cone Hospital (MCH) resident rotations in Radiology, student shadowing of radiologists and physician assistants. Schedule the radiology technology seniors' observations with radiologists in the Spring.
- Order radiologist and physician assistant supplies such as pagers, dosimetry badges, scrubs and lab coats and coordinate delivery of items received to maintain supply needs.
- Coordinate scheduling/documentation of BLS/ACLS classes, assist credentialing with Radiologist immunizations, and other credentialing information for radiologists and physician assistants ensuring compliance with educational and healthcare requirements.
- Assist Radiology Peer Chairman with GR medical review as well as coordinate the new Rad Peer Program.
- Coordinate new physician privilege interviews with Cone hospital along with setting up all new physicians on boarding process.
- Assist with physician and PA recruiting (developing itineraries, taking candidates to/from interviews) as needed.
- Assist with making Powerpoint presentations as needed.
- Maintain regulatory compliance by staying abreast of current trends and regulations in the administrative and healthcare industries.
- Promote a culture that reflects the organization's values, encourages good performance, and enhances productivity.
- Shop for weekly physician groceries/lounge supplies; deliver laundry to/from The Breast Center of Greensboro Imaging and Wendover Medical Center on a weekly basis; Prepare monthly billings for Accounting Department for food and laundry services to ensure proper documentation and payment for services received.

- Contribute to team effort by accomplishing related results as needed.
- Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS: (Education, Training Required)

Job duties require an Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Medical terminology knowledge preferred. Intermediate computer proficiency and Notary Public certification is required in this role.
