

CANOPY PARTNERS

JOB POSTING

JOB CLASSIFICATION: Practice Director

STATUS: Full Time

NUMBER OF
VACANCIES: 1

HOURS: M-F

DEPARTMENT: Administration

SUPERVISOR: COO-Physician Operations

JOB DESCRIPTION/REQUIREMENTS/QUALIFICATIONS:

- Administrative and project support for GR physician leadership, Regional VP of Operations and COO of Physician Operations
- Attend and provide administrative support for key GR Committees and partner meetings by documenting minutes and publishing minutes in a timely manner.
- Facilitate company growth by assisting with implementation of new professional read contracts for GR (workflow, communication, other operational details)
- Ensure compliance and further communication in the organization by conducting and attending various management meetings.
- Provide regular communication to GR internal audiences and external clients as requested. This includes management of the practice's monthly newsletter.
- Oversight of the practice's website and marketing efforts related to maintenance and growth of reading contracts.
- Assist in developing, maintaining and updating GR policies and procedures
- Management of physician scheduling team
- Account management of assigned GR reading contracts
- Liaison to Radiology Partners corporate compliance personnel
- Work with analyst on reporting to GR physicians and RP, includes participation in GI business development activities.
- Promote a culture that reflects the organization's values, encourages good performance, and enhances productivity.
- Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS: (Education, Training Required)

Job duties require a Bachelor's Degree from a four-year college or university; or five years of management experience. Intermediate computer proficiency, including Microsoft Office products is also preferred in this position.
