



## JOB DESCRIPTION

**TITLE:** Project Coordinator  
**DEPARTMENT:** Radiology  
**REPORTS TO:** Director of Radiology  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Provide the Radiologists and Department with a continuity of work flow, from ordering physicians to Radiologist's completion. Coordinate between Radiologist's projects and departmental goals. Support the hospital's mission, vision, and values and strategic initiatives.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Patient Care:
  - a. Responsible for providing patient care in accordance with the hospital mission, goals, rules and policy and procedures guidelines.
  - b. Responsible for adhering to the Service Excellence Standards.
  - c. Responsible for printing and distribution of Radiologist daily procedure schedule.
  - d. Gathers and maintains paperwork for ER QA, Risk assessment QA and Radiologists procedure QA.
  - e. Attend office managers and office schedulers meetings.
  - f. Schedule and notify Radiologists Ortho/Rad monthly case review.
  - g. Maintain Radiologists reports and information in QHN.
  - h. Provide coverage for front office.
  - i. Provide coverage for Scheduling.
  - j. Answer Radiologists phone lines and direct calls as needed.
  - k. Provide chaperon help to Technologists for special studies (male Tech's needing a female present).
  - l. Provides communication and resolution to patient questions and concerns.
  - m. Responsible for updating the scheduler's notes in Meditech and notebooks.
  - n. Provides Meditech training to new and existing personnel.

2. Patient Exam:
  - a. Responsible for checking daily exam charges and correcting charges as needed.
  - b. Maintains daily log of procedure totals for the department.
  - c. Maintains Radiologist work list and verify exams are turned in to be read.
  - d. Verify taken exam list to assist workflow of Radiologist dictation.
  - e. Assist pre-registration in obtaining all necessary patient and exam information.
  - f. Assist hospital and office personnel in ordering exams.
  - g. Assist billing office personnel questions or concerns related to procedures or charges.
  - h. Maintain Radiology exam and procedure dictionary in Meditech.
3. Patient Results:
  - a. Responsible for compiling and verifying daily Virtual Radiology reports for Radiologist over read QA log.
  - b. Compiles and provides Radiologist procedure paperwork to HRIS as needed.
  - c. Responsible for printing and attaching exam forms from Optio to Med-ex, CMP and Rangely requisitions.
  - d. Maintains Radiologists daily work list and make sure all exams are being dictated and preprinting requisitions as needed.
  - e. Responsible for sending out exam information for over-reads and tracking follow up reports and addendums.
4. Radiologist Administration:
  - a. Perform clerical duties for the Radiologists as needed.
  - b. Maintain copies of contracts, bank information and monthly statements for Radiologists.
  - c. Maintain log of calcium scores to verify with billing office list for accurate monthly charges.
  - d. Maintain log of CCTA's performed and over read by Dr. Hoffman to verify with billing office list for accurate monthly charges.
  - e. Maintain log of Nuc Med Cardiolite exams performed and over read by Dr. Hoffman to verify with billing office list for accurate monthly charges.
  - f. Maintain Radiologists log for Marillac charges of patients, exams, procedures, and dates to verify with billing office list for accurate monthly charges.
  - g. Maintain and gather statistics for various projects for the Radiologists: ER QA, Virtual timeline log, Dr. Lastines post-op reports compared to pre-op MRI, etc...
  - h. Other duties as assigned by the Radiologists.
5. Other department duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent with at least one (1) year of related experience

OR  
equivalent combination of education and experience.

**REASONING ABILITY:**

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.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

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 sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**RESTRICTED ACCESS: A workforce member with restricted access will have limited access to protected health information as described in the job description only as needed to perform job duties. A workforce member in this category may not access a patient's entire record, except when the access is specifically identified as the amount that is reasonably necessary to perform the staff person's job duties.**

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date