

POSITION OVERVIEW

Job Title: Clinical Communication Specialist
Business Title: *Clinical Communication Specialist*
Job Code: XXXXX
FLSA Status: Hourly
Department:
Reports to:
Location: Gulf Coast
Draft Date: 5/29/2026
Revision Date: XXXXX
Approved By: Melissa Ford
Role: Individual Contributor

PRACTICE OVERVIEW

- RADIOLOGY PARTNERS, THROUGH ITS OWNED AND AFFILIATED PRACTICES, IS A LEADING RADIOLOGY PRACTICE IN THE U.S., SERVING HOSPITALS AND OTHER HEALTHCARE FACILITIES ACROSS THE NATION. AS A PHYSICIAN-LED AND PHYSICIAN-OWNED PRACTICE, WE ADVANCE OUR BOLD MISSION BY INNOVATING ACROSS CLINICAL VALUE, TECHNOLOGY, SERVICE AND ECONOMICS, WHILE ELEVATING THE ROLE OF RADIOLOGY AND RADIOLOGISTS IN HEALTHCARE. RADIOLOGY IS A TEAM SPORT, AND RADIOLOGY PARTNERS IS BUILDING A COMMUNITY OF PHYSICIANS AND SUPPORT TEAMMATES WHO EMBODY OUR PRACTICE VALUES AND BELIEVE IN OUR BOLD MISSION TO TRANSFORM RADIOLOGY. OUR SUPPORT TEAM IS A VITAL FORCE WITHIN THE PRACTICE, USING THEIR GIFTS AND TALENTS TO IMPROVE THE OVERALL HEALTHCARE EXPERIENCE. USING A PROVEN HEALTHCARE SERVICES MODEL, RADIOLOGY PARTNERS PROVIDES CONSISTENT, HIGH-QUALITY CARE TO PATIENTS, WHILE DELIVERING ENHANCED VALUE TO THE HOSPITALS, CLINICS, IMAGING CENTERS AND REFERRING PHYSICIANS WE SERVE.

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- POSITION SUMMARY
- RADIOLOGY PARTNERS IS SEEKING A CLINICAL COMMUNICATIONS SPECIALIST TO JOIN OUR RESULTS COMMUNICATION TEAM. YOU WILL BE RESPONSIBLE FOR RELAYING URGENT AND NON-URGENT MEDICAL RESULTS ACROSS A DESIGNATED PHYSICIAN PRACTICE AND MULTIPLE HOSPITAL SYSTEMS.
- POSITION DUTIES AND RESPONSIBILITIES
- PROBLEM SOLVING FOR PATIENTS, REFERRING PHYSICIANS, TECHNOLOGISTS AND RADIOLOGISTS
- FACILITATING CALL PATCHING FROM REFERRING PHYSICIANS TO RADIOLOGISTS AND RADIOLOGISTS TO REFERRING PHYSICIANS
- CALL STAT READS AND PERTINENT POSITIVES TO OUR REFERRING PHYSICIANS ON BEHALF OF OUR RADIOLOGISTS. ENSURE RESULTS ARE GIVEN TO A HEALTH CARE PROFESSIONAL WHO IS ACCOUNTABLE FOR THE PATIENT.
- ANSWER GENERAL QUESTIONS AROUND REPORTING AND TESTS (AS APPROPRIATE AND WITHIN HIPAA GUIDELINES)
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- DESIRED PROFESSIONAL SKILLS AND EXPERIENCE



- ASSOCIATES DEGREE OR EQUIVALENT HEALTHCARE EXPERIENCE IS PREFERRED, BACHELOR’S DEGREE HIGHLY PREFERRED
- MINIMUM 2 YEARS RADIOLOGY TECHNOLOGY EXPERIENCE REQUIRED
- MEDICAL TERMINOLOGY AND PREVIOUS HEALTHCARE EXPERIENCE ARE A MUST
- PRIOR EXPERIENCE WITH EMR AND PACS SYSTEMS REQUIRED
- CANDIDATES MUST HAVE EXCEPTIONAL CUSTOMER SERVICE SKILLS
- EXCEPTIONAL COMMUNICATION SKILLS – VERBAL AND WRITTEN
- TECHNICAL IN NATURE WITH THE ABILITY TO MULTI-TASK AND WORK INDEPENDENTLY WITH A HIGH SENSE OF URGENCY
- MICROSOFT OFFICE SUITE INCLUDING EXCEL, WORD, POWERPOINT AND OUTLOOK
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- *RADIOLOGY PARTNERS IS AN EQUAL OPPORTUNITY EMPLOYER. RP IS COMMITTED TO BEING AN INCLUSIVE, SAFE AND WELCOMING ENVIRONMENT WHERE EVERYONE HAS EQUAL ACCESS AND EQUITABLE RESOURCES TO REACH THEIR FULL POTENTIAL. WE ARE UNITED BY OUR MISSION TO TRANSFORM RADIOLOGY AND IN TURN HAVE AN IMPORTANT IMPACT ON THE PATIENTS WE SERVE AND THE HEALTHCARE SYSTEM OVERALL. WE HOLD THAT DIVERSITY IS A KEY SOURCE OF STRENGTH FROM WHICH WE WILL BUILD A PRACTICE CULTURE THAT IS INCLUSIVE FOR ALL. OUR GOAL IS TO EMPOWER AND ENGAGE THE VOICE OF EVERY TEAMMATE TO PROMOTE AWARENESS, COMPASSION AND A HEALTHY RESPECT FOR DIFFERENCES.*
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- THE HOURLY RANGE FOR THIS POSITION IS \$17.00 - \$24.00. FINAL DETERMINATIONS MAY VARY BASED ON SEVERAL FACTORS INCLUDING BUT NOT LIMITED TO EDUCATION, WORK EXPERIENCE, CERTIFICATIONS, ETC. IN ADDITION TO THIS RANGE, RADIOLOGY PARTNERS OFFERS COMPETITIVE TOTAL REWARDS PACKAGES, WHICH INCLUDE POSSIBLE INCENTIVE AND PRODUCTIVITY PROGRAMS, HEALTH & WELLNESS COVERAGE OPTIONS, 401K BENEFITS, AND A BROAD RANGE OF OTHER BENEFITS SUCH AS FAMILY PLANNING AND TELEHEALTH (ALL BENEFITS ARE SUBJECT TO ELIGIBILITY REQUIREMENTS).
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- CCPA NOTICE: WHEN YOU SUBMIT A JOB APPLICATION OR RESUME, YOU ARE PROVIDING THE PRACTICE WITH THE FOLLOWING CATEGORIES OF PERSONAL INFORMATION THAT THE PRACTICE WILL USE FOR THE PURPOSE OF EVALUATING YOUR CANDIDACY FOR EMPLOYMENT: (1) PERSONAL IDENTIFIERS; AND (2) EDUCATION AND EMPLOYMENT HISTORY.
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- RADIOLOGY PARTNERS PARTICIPATES IN [E-VERIFY](#).
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Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

- Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

- Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

- Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

- Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date