

POSITION OVERVIEW

Job Title: Practice Manager
Business Title: *Specific title (if none, list N/A)*
Job Code: PRACMGR - Practice Mgr
FLSA Status: Exempt
Department: XXXXXX
Reports to: XXXXX
Location: XXXXX
Draft Date: 12/29/2025
Revision Date: XXXXX
Approved By: XXXXX
Role: People Leader

POSITION SUMMARY

Radiology Partners is seeking a Practice Manager who is responsible for providing practice level support utilizing the resources, applications and tools provided to meet the required goals and reporting deadlines.

POSITION DUTIES AND RESPONSIBILITIES List all essential duties required to carry out the position.

- Provide support in adhering to volume and productivity goals through monitoring and trend analysis
- Assist with monitoring key practice metrics
- Provide financial and scheduling support by developing efficient tracking tools for monitoring key metrics and adherence to budget
- Accounts payable invoice management, expensify approvals, OPEX fund coding research and supply order management
- Assisting to maximize radiologist billing compliance
- Assist in development and adherence to the practice budget
- Monitoring of clinical quality management programs, including OPPE reporting
- Monitoring of physician payroll, payroll adjustments, and payroll reporting
- Coordination of new radiologist onboarding (work with HR, IT, Legal and Local Team)
- Optimization and coordination of radiologist licensing and credentialing
- RSC timecard and evaluation management
- Assistance with implementation and communications of quality management programs
- Regularly coordinates activities, tasks and tools with local practice
- Assist with special project management
- Promotes communication and cooperation among teammates to create a spirit of unity in the department.
- Works closely with leadership and teammates to improve work relationships, build morale, and increase productivity and retention.
- Provides day-to-day performance management guidance to direct reports (e.g., coaching, counseling, career development, disciplinary actions).
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge – Theoretic or practical understanding of a subject (e.g., Understanding of healthcare industry regulations, trends, and best practices).
- Skills – Proficiencies developed through training or experience (e.g., Proficiency in computer software including Microsoft Office Products. (Word, Excel, Access, Outlook and PowerPoint)).

- Abilities – Innate or developed capacities to perform tasks (e.g. Ability to work with and maintain confidential information).

REQUIRED QUALIFICATIONS

- Bachelor's Degree or relevant experience required, Master's Degree preferred
- 5 years' prior relevant experience in management, healthcare administration or radiology. A radiology management, private practice background is preferred
- 2 years' prior financial analyst, accounting or relevant experience
- Previous experience utilizing analytics tools such as Tableau
- Possesses strong customer focus – proven ability to understand customer and stakeholder insights and coordinate strategies and contribute to solutions to meet customer needs.
- Strong experience using Excel to create and maintain models with multiple variables
- Candidates should have experience in working closely with physicians
- Strong Work Ethic with the ability to self-start and work independently or as part of a diverse team

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