

### **POSITION OVERVIEW**

Job Title: Project Manager  
Business Title: Project Manager – RCM Integrations  
Job Code: PROJMGR  
FLSA Status: Exempt  
Department: Revenue Cycle  
Reports to: Portfolio Manage – RCM Integrations  
Location: Remote  
Draft Date:  
Revision Date: 4/1/2026  
Approved By: Joe Holmbo  
Role: Individual Contributor

### **POSITION SUMMARY**

RP is seeking a Project Manager to join the revenue cycle team who will be responsible for managing the revenue cycle components of new practice partnership integrations. The ideal candidate thrives in a fast-paced and high growth environment. The Project Manager will be a key liaison between the national RCM team and the local practice, and will work with various stakeholders, across functional team, to develop relationships, project plans and process improvements. The incumbent will work closely with the Manager, Client Integration to ensure successful integration of new partnerships into Radiology Partners' revenue cycle process.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Lead in the development and execution of integration projects for the Revenue Cycle team
- Lead revenue cycle integration for new client sites
- Lead and manage client communications during integration
- Ensure projects are on track, communicate out status of projects, build contingency and mitigation plans
- Manage and monitor project plans to ensure adherence to project schedules
- Define metrics and establish effective project controls
- Effectively anticipate, identify, and resolve roadblocks
- Facilitate and lead project status meetings

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency in Microsoft Office Suite
- Strong analytic, quantitative, and problem-solving skills
- Effective communication, presentation, and facilitation skills
- Highly motivated self-started who is an excellent team player

### **REQUIRED QUALIFICATIONS**

- Bachelors Degree in Healthcare or Business Field
- 5+ Years of Healthcare Revenue Cycle or Project Management Experience
- Project Management Institute (PMI) certification strongly preferred
- Any equivalent combination of education and experience

### **PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- Project Management Institute (PMI) certification strongly preferred
- Ability to travel 20% of the time

### 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.

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Support Teammate's Signature

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Date