

POSITION OVERVIEW

Job Title: Worklist Specialist
Business Title: *Worklist Specialist*
Job Code: XXXXX
FLSA Status: Non-Exempt
Department: Integrations
Reports to: Sr. Director, Operations and Integrations
Location: Remote
Draft Date: 07/16/2026
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

The Workflow Specialist will join Radiology Partners' SEAL team, a national Teleradiology practice. This role will manage and support the daily operations, workflows, and personnel of the SEAL team. The core responsibility is to ensure that cases are read by radiologists in a timely manner, utilizing problem-solving skills to address challenges and evaluate real-time performance. Success in this role requires organization, reliability, and a focus on achieving results while maintaining flexibility in response to evolving needs.

POSITION DUTIES AND RESPONSIBILITIES

- Proactively monitor capacity versus demand and identify when assistance is needed.
- Resolve issues related to radiologist workload by distributing cases evenly across the team and adjusting resources as necessary.
- Oversee the distribution of studies to the appropriate radiologists and manage coverage for breaks and off-hours.
- Review daily, weekly, and monthly key metrics to identify trends or areas for improvement and implement action plans.
- Respond to real-time issues, including radiologist schedule deviations, system downtimes, and urgent cases, to ensure optimal performance.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with MS Excel and the ability to work with large datasets
- Self-starter with strong initiative and the ability to manage multiple priorities
- Strong communication skills and ability to maintain confidentiality
- Ability to travel up to 10%

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Bachelor's Degree in a health-related or information technology field preferred
- 4+ years of relevant experience

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