Job Title: PACS Administrator

Reports to: Chief Operation Officer

Job Summary:
Under the direction of the VIA team, this position is responsible for coordinating various projects for operations, information technology and analytics. Must have strong written and verbal communication skills. Participates in the implementation of the mission, vision and values of Vulcan Imaging.

Primary Job Responsibilities:

1. Leads development and implementation processes for VIA clients, PACS, radiologist onboarding and other software applications within the practice.
2. Facilitate coordination and communication between VIA leadership, clients and FINAO for workflow and process improvements.
3. Assist with data analytics and reports for the practice.
4. Overseeing security and privacy settings per logins and providing guidance to the leadership for recommendations and concerns.
5. Assist with client sites to provide hardware, software and training to the PACS system.
6. Ongoing review of current system for maintenance, consistency and enhancements to benefit the overall workflow.
7. May assist, as needed, with special projects working directly with the radiologists and/or VIA leadership team.
8. Develops and maintains relationships with clients, radiologist and external vendors for service.
9. Provide radiologist training and assistance for onboarding and ongoing process improvements.

   Provide strategic planning for hardware procurement and inventory. Including EOL and budgeting for future replacements and additions.

Performance Requirements:

Knowledge:

1. Knowledge of organizational policies and procedures to manage operations and ensure effective patient care.
2. Knowledge of the principles and practices of health care administration, fiscal management, human resource management, government regulations, compliance requirements and reimbursements.
3. Knowledge of computer systems and applications.

Competencies:
- Business Acumen
- Technical capability
- Strategic thinking
- Customer/client focus
- Leadership qualities
- Excellent communication skills

Education:

1. Minimum of five (5) years of experience within healthcare information technology.
2. Preferred Radiology experience as technologist, IT, or related support position.
3. Bachelor's degree in related experience preferred.
4. Experience in the most current technologies and products used in the industry.

Other Requirements: Knowledge of PACS, Powerscribe, Microsoft and other computer applications. Strong written and verbal communication skills.

Performance Requirements:

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones and calculator.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements: Must possess the physical and mental abilities to perform duties throughout the day. Works under stress.