

# Harvard Vanguard Medical Associates

van \* guard

**van \* guard (van 'gard') n. the leading position or the people who are foremost in a movement, field or cultural trend**

As a multi-specialty physician group and affiliate of the Harvard Medical School, it is our employees that make our vision possible. Harvard Vanguard Medical Associates recognizes and values the unique skills and perspectives of our diverse workforce. We are currently looking for:

**Title: Diagnostic Imaging Representative (SEIU) (per diem)\* Location: Kenmore Square - Boston, MA  
Job Type: Per Diem Schedule: As needed**

Responsible for ensuring that diagnostic imaging patients are accurately scheduled for their tests and registered into the practice management system. The scheduling responsibilities include: conducting patient safety assessments, determining appropriate appointment length, and providing patient testing instructions. The registration responsibilities include: posting payments, co-payments and adjustments; providing coding and billing information to staff members; and providing financial counsel to patients who have outstanding balances. Also responsible for coordinating and facilitating the processing of patients with job related injuries or illnesses, including the financial compensation tracking program. Serves as the contact person for the patient, employer, insurer, utilization review agents, and practice staff members.

Education: Minimum High School graduate or equivalent. Related Associates degree in Business or related field preferred.

**Skills and Experience:** Knowledge of medical office and medical terminology required. Experience with third party billing and collections preferred. Excellent customer service, verbal and written communication, computer and telephone skills. Knowledge and understanding of various health insurance plans required. Previous health care business office experience, exposure to workers compensation cases and procedures, and experience with CPT and ICD coding preferred.

**Title: Mammography Tech I\* Location: Kenmore Square - Boston, MA  
Job Type: Per Diem Schedule: As needed**

Performs mammography exams in accordance with MQSA, state regulations, and with health centers' established policies and procedures. Education: Graduate of an accredited radiography program. Must be licensed in Radiography for a minimum of one year and have successfully passed the ARRT exam in Mammography. CEU documentation required for licensure must be provided. Must be able to lift 50 pounds and possess the physical stamina and agility required to operate equipment and to effectively assist patients.

**Title: Nuclear Medicine Technologist\* Location: Kenmore Square - Boston, MA  
Job Type: Per Diem Schedule: As needed**

Under general supervision of the Radiology Coordinator, performs a variety of routine and advanced clinical diagnostic and therapeutic nuclear medicine procedures to produce graphic and numerical results by the diagnosis of pathological conditions. Education: Completion of an accredited training course in Nuclear Medicine techniques. Certification/Registration license as required. One year of experience performing nuclear medicine technological procedures under the direction of a qualified physician in a clinical nuclear medicine facility.

**Title: Sonographer (2 Positions) Location: Kenmore Square - Boston, MA  
Job Type: Per Diem Schedule: M-F, 7:30am-4:00pm/ occasional weekends**

**Location: Weymouth, MA Job Type: Part Time Schedule: Tuesdays 8am-4:30pm**

A Registered Diagnostic Medical Sonographer (RDMS) performs diagnostic and special procedure ultrasonography in accordance with established policies and procedures.

**Education:** Completion of an accredited diagnostic medical sonographic program and ARDMS certified. CEU documentation required for certification must be provided. Must be able to lift 50 pounds and possess the physical stamina and agility required to operate equipment and to effectively assist patients.

**If you are interested in these or other positions we have open, please apply online to [www.harvardvanguard.org/jobs](http://www.harvardvanguard.org/jobs) or you can email [Brenda\\_Thompson@vmed.org](mailto:Brenda_Thompson@vmed.org) with your inquiry.**

