

ATLANTIC MEDICAL IMAGING, LLC	
PROCEDURE STATEMENT	
PROCEDURE: Radiologist Schedule Changes	

If you need/want to switch your daily schedule, you will need to find an adequate replacement/switch. For instance, if you are scheduled at Somers Point and want to work at Galloway, you need to ask another radiologist to switch and be sure that adequate skill sets are available at each location. Once you have identified the person, submit the proposed change to AMI Dr.'s Scheduling at the following email:

schedulechanges@atlanticmedicalimaging.com

If appropriate, it will be approved and the schedule on Lightning Bolt changes. It is official ONLY when it appears on Lightning bolt. If the change does not adequately provide for proper skill sets, you will be notified by email what the deficiency in skill set with the switch is and it will be up to you to find an adequate switch. The only exceptions to this rule would be:

1. If the change is for patient care/medical reasons.
2. If there is an error on the schedule, such as being scheduled for work on a day you are supposed to be off (if this is the case, you have to let the scheduler's know within the first week of the release of the schedule).

EFFECTIVE DATE: 10/28/14		1
REVISED:		
AUTHORIZED BY: David Begleiter, MD		