

## Open Positions

11/27/18

### Receptionist for Primary Care Clinic

Part Time No Benefits

Fill in for other Receptionists when needed. Answer phone, greet patients, schedule appointments.

**Education:** High school or GED.

**Experience:** Minimum of one year experience in a medical office preferred.

**Shift:** Days; 8:00 am – 4:30 pm

**Other Requirements:** Customer service oriented, computer skills, detail oriented, able to multitask.

### PRN RN for Primary Care Clinic

Part Time No Benefits

Obtain health history/vital signs and enter into EMR system, assist mid-level or physician with exams and procedures, pre-cert insurance and other duties as assigned.

**Education:** Illinois License.

**Experience:** Previous experience in a physician's office preferred.

**Shift:** Days/Evenings. 8:00 am – 4:30 pm or 5:00 pm – 8:00 pm

**Other Requirements:** Cover shifts for the Primary Care Clinic nurses. Possibility of covering some evenings in the Acute Care Clinic.

### Registration Clerk

Part Time No Benefits

Registration Clerk on Saturday and Sunday and when needed for coverage of vacations. Must provide excellent customer service and be detail oriented.

**Education:** High School or GED.

**Experience:** Previous experience preferred.

**Shift:** 1<sup>st</sup> shift, 6:00 am – 2:30 pm.

**Other Requirements:** Must be organized and able to multi-task. Keyboard skills required. Registration experience or knowledge of CPSI software a plus. Will fill in for full time staff for vacations and sick days requiring flexibility of working any shift from 6:00 am – 11:00 pm.

**Float RN****Full Time      Benefits**

Manage care of patients on the Med/Surg floor. Will also be trained in the Emergency Department.

**Education:** Illinois RN License. ACLS Certified.

**Experience:** Previous experience preferred.

**Shift:** Days/Nights; 7 am – 7 pm/7 pm – 7 am

**Other Requirements:** Must be flexible in scheduling for a float position. Light to heavy lifting of patients and equipment.

**Inpatient Coder****Full Time      Benefits**

Responsible for ICD-10-CM, ICD-10-PCS and CPT code assignment for all inpatient, observation and surgical encounters. Liaison between the HIM Department and Medical Staff related to queries, training and education. Performs additional duties as they relate to coding and billing process

**Education:** RHIA, RHIT or CCS

**Experience:** Current RHIA, RHIT or CCS credential required. **Minimum of one year hospital inpatient coding experience required.**

Critical Access Hospital coding experience preferred. Charge entry experience preferred.

**Shift:** Days; 7:30 am – 4:00 pm

**Other Requirements:** Must follow appropriate coding classification standards and guidelines for accurate coding. Must possess effective communication skills to interact with physicians, customers and co-workers. Must have excellent excel skills, adapt to various computer and software programs and can multitask. Independent decision-making and critical thinking skills are vital to this role.

**Physical Therapist****Part Time      No Benefits**

Administer physical therapy treatment to patients.

**Education:** High School/GED

**College:** Illinois License

**Experience:** Preferred

**Shift:** Days; 7 am – 3:30 pm

**Other Requirements:** Will fill in for current Physical Therapist as needed.