

Open Positions

5/20/19

Registration Clerk

Full Time

Benefits

Register patients, answer switchboard if covering night/weekend shifts. Provide excellent customer service.

Education: High school or GED.

Experience: Minimum of one year Registration experience preferred.

Shift: Monday-Friday; 2:30 pm – 11:00 pm

Other Requirements: Must be customer service oriented, caring and friendly. Organized, accuracy and attention to detail while multi-tasking. Keyboard skills required. Registration experience or knowledge of CPSI and AccuReg software a plus. Must be available and flexible to work when needed for vacations or illnesses.

Primary Care Clinic Receptionist

Part Time

No Benefits

Fill in for the 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. May need to work an occasional evening shift, 5:00 pm – 8:00 pm.

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

Dietary Aide – 2 positions

Part Time

Benefits

Prep food, may assist with preparation of breakfast, lunch and dinner for patients and cafeteria, serve food, operate cash register. Other duties as assigned.

Education: High school or GED.

Experience: Previous kitchen experience preferred.

Shift: Days/Evenings; 22 hours per week.

Other Requirements: Must be able to work all shifts including weekends and holidays. May work additional hours to cover vacations. Some lifting required. Will be required to complete and pass the sanitation certification exam.

RN – Primary Care Clinic**Part Time No Benefits**

Will cover shifts for Primary Care Clinic nurses. Obtain health history/vital signs and enter into EMR system, assist physician with exams and procedures, pre-cert insurance.

Education: Illinois RN License.

Experience: Previous experience preferred.

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

Other Requirements: Possibility of covering an evening in the Acute Care Clinic.

Radiologic Technologist**Part Time No Benefits**

Responsible for providing diagnostic radiology procedures under the principles of ALARA.

Education: ARRT, Illinois License with IEMA

Experience: Previous experience preferred.

Shift: Varies.

Other Requirements: Will be trained in CT. Excellent customer service and communication. Must be able to work any shift, weekends, holidays. No call.

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.