

JOB OPPORTUNITIES 5/11/2012

ADMINISTRATION/BUSINESS OFFICE

PATIENT ACCOUNTS REPRESENTATIVE – Responsible for the effective collections of patient accounts that are specifically assigned as Self Pay. Contact patients, by phone, letter, or in person regarding overdue accounts and arranges payment or terms within approved guidelines. Must have high school diploma or general education degree (GED); and at least one year related collections experience and/or training. There are openings in the following locations:

FT, 40 hrs/week (Atrium)

<https://home.eease.adp.com/recruit/?id=555447>

PATIENT SERVICES REPRESENTATIVE – Outstanding customer service skills, telephone, keyboarding and multi-tasking experience required. At least 2 years medical office with high volume patient traffic experience required.

FT, 40 hrs/week (Briargate)

<https://home.eease.adp.com/recruit/?id=563504>

FT, 40 hrs/week (Float)

<https://home.eease.adp.com/recruit/?id=544041>

PURCHASING ASSISTANT – Assistant to Operations Manager and team lead in managers' absence. Must have 3-5 years materials management and supervisory/ lead experience required. Purchase office and medical supplies, to include DME, and medical equipment. Research and evaluate vendors/suppliers. Provide optimum customer service. Perform quality control. Perform trends analysis and implement cost saving measures. Proficient in Windows software applications including Outlook, Excel, Word. Excellent communication skills required. Experience with inventory software – knowledge of Sage MAS 200 a plus.

FT, 40 hrs/week (MCP)

<https://home.eease.adp.com/recruit/?id=504157>

CLINICAL SUPPORT/CLERICAL

REGISTERED DIETITIAN – Works with a group of physicians and nurse educators to deliver care to patients with diabetes and dyslipidemia. Involves teaching patient classes in basic diabetes and cholesterol information. Current licensure as a Registered Dietitian required. Current Diabetes Educator (CDE) preferred. Must have current CPR (level BCLS for Health Care Provider). Minimum two years previous experience in direct care of patients with disease within past five years. Knowledge of patho-physiology of diabetes and management of the person with diabetes and/or dyslipidemia. Group teaching experience strongly preferred.

Health Management – FT, 32 hrs/week (MCP)

<https://home.eease.adp.com/recruit/?id=1478971>

SCHEDULER – Answers incoming scheduling telephone calls in a Medical Office call center. Schedules appointments for patients and obtains appropriate and accurate data upon scheduling. Must be able to document messages in a medical record to office staff, and have the ability to communicate with patients, co-workers, physicians and supervisors in a professional manner. Must be detail oriented, reliable, self starter and able to sit for long periods of time. Medical terminology and phone etiquette required.

Primary Care – FT, 40 hrs/week (North)

<https://home.eease.adp.com/recruit/?id=986341>

MEDICAL ASSISTANT/NURSING

MA/CMA/RMA - Must be a graduate of an accredited MA program. Must be eligible for the registry exam. Registration/Certification and MA experience preferred. Minor surgical procedures experience preferred.

Float Pool – FT, 40 hrs/week

<https://home.eease.adp.com/recruit/?id=504193>

Internal Medicine – FT, 40 hrs/week (Southwest)

<https://home.eease.adp.com/recruit/?id=510361>

Internal/Family Medicine – FT, 40 hrs/week (Southwest)

<https://home.eease.adp.com/recruit/?id=552559>

Primary Care – FT, 40 hrs/week

<https://home.eease.adp.com/recruit/?id=1382211>

Urgent Care – FT, 36 hrs/week (MCP)

<https://home.eease.adp.com/recruit/?id=515840>

CLINICAL CARE REP/MA – Coordinates with the patient their post-visit care plan ordered by their physician, NP or PA. Educational and resource information will be reviewed with the patient. Hand-outs and appointment cards will be distributed to the patient. Ability to establish and maintain effective working relationships with patients, providers and staff members. Ability to communicate clearly, concisely and effectively with a patient. MA experience and medical terminology required.

Pediatrics – FT, 40 hrs/week (East)

<https://home.eease.adp.com/recruit/?id=1381211>

REGISTERED NURSE – Current license and previous RN experience required. Must also possess strong customer service skills. Experience in related specialty preferred.

Preop – PT, 24 hrs/week (ASC)

<https://home.eease.adp.com/recruit/?id=1422131>

Preop/PACU – FT, 40 hrs/week (ASC)

<https://home.eease.adp.com/recruit/?id=522969>

NURSE PRACTITIONER/PHYSICIAN ASSISTANT

NP/PA – Graduate from an accredited program, current Colorado license. Prior Pulmonology/Cardiology experience preferred.

Pulmonology – FT, 40 hrs/week (MCP)

<https://home.eease.adp.com/recruit/?id=1483001>