

**Lexington Clinic Job Posting February 03, 2010** [Click on Posting Number for position description.](#)

POSTING NUMBER	POSITION VACANCY	DATE POSTED	STATUS	HOURS	LOCATION	DEPARTMENT
037	QA/PI Coordinator	04/09/09	FT	M-F, 40 hours	ASC	ASC
150	Medical Receptionist/ Registrar	09/21/09	PT	Mon-Sun - Variable-20 hours	Richmond	Richmond Extended
152	LPN/RN	09/21/09	FT	Mon-Sun, Variable-32 hours	Richmond	Richmond Extended
153	LPN/RN (REPOST)	12/23/09	FT	M,T,W,F-32 hours	Richmond	Richmond Pediatrics
175	CMA	11/11/09	FT	M-F, 40 hours	MOB	Pulmonary
193	Radiology Technologist	12/02/09	FT	M-F, 40 hours	ASC	ASC
203	Phone Triage/Chemo RN	12/23/09	FT	M-F, 40 hours	SJOP	Oncology
001	Buyer II	01/13/10	FT	M-F, 40 hours	SJOP	Purchasing
003	Analyst Answering Service	01/13/10	PT	Wed.8:30am-5:00pm,Sat.&Sun. 6:45am-3:15pm or 7am-3:30pm 2wknds on/off one	LCSB	Telecommunications
005	Analyst Answering Service	01/13/10	PT	Sat,Sun 7:00am - 3:30pm 2 wknds on/off one	LCSB	Telecommunications
006	Analyst Answering Service	01/13/10	PT	Sat, Sun 6:45am - 3:15pm 2 wknds on/off one	LCSB	Telecommunications
009	CMA/LPN	01/20/10	FT	M-F, 40 hours	LCSB	Internal Medicine
010	CMA/LPN (REPOST)	02/03/10	FT	Mon., Tue., Wed., and Fri., 40 hours	Veterans Park	Internal Medicine/Peds
011	Coding Analyst I	01/27/10	FT	M-F, 40 hours	LCSB	Reimbursement
012	Customer Service Representative	01/27/10	FT	M-F, 40 hours	Burley	Patient Accounts
013	AR Coordinator	01/27/10	FT	M-F, 40 hours	Burley	Patient Accounts
014	Medical Receptionist/Registrar	01/27/10	PT	Tue.&Thur.4:30-8:00 pm, Every other Fri.4:30-8:00, Sat.8:30-4:30 & Sun.9:00-4:30	JMC	Extended Care
015	Medical Receptionist	01/27/10	FT	M-F, 40 hours	Eagle Creek	Dermatology
016	Medical Receptionist	01/27/10	FT	M-F, 40 hours	Eagle Creek	Dermatology
017	Orthopedic Technician	01/27/10	FT	M-F, 40 hours	Picadome	Orthopedic-Hand
018	CMA/LPN	01/27/10	PT	Flexible, 20 hours	SJOP	OB/GYN
019	CMA/LPN	01/27/10	FT	M-F, 40 hours	Eagle Creek	Dermatology
021	Medical Transcriptionist	02/03/10	PT	Flexible, 20 hours	SJOP	GYN
022	Analyst Answering Service	02/03/10	FT	M-F, 40 hours 3:30pm - 12:00pm	LCSB	Telecommunications
189	LPN/RN	11/25/09	PRN	Variable	Andover	Family Practice
202	Radiology Technologist	12/16/09	PRN	Variable	Richmond	Internal Medicine/Extended
020	RN	02/03/10	PRN	Variable	LCSB	Center for Breast Care
064	Physician Assistant - Surgical	05/21/09	FT	M-F, Plus	Picadome	Orthopedics
199	Physician Assistant	12/09/09	FT	M-F, 32-40 hours	LCE	Family Medicine
205	ARNP	12/23/09	FT	M-F, Variable	Mount Sterling	Cardiology
007	Physician Assistant	01/13/10	FT	M-F, 40-50 hours with some weekend call duties	SJOP	Neurosurgery

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## QA/PI COORDINATOR 037

### **SUMMARY:**

The QA/PI Coordinator, under the supervision of the Administrator works closely with the ASC Patient Care Committee, ASC Steering Committee, ASC Medical Directors and the Director of Nursing in the development of various studies and projects. The QA/PI Coordinator will interact with managers, physicians, and Heads of Section on department and condition specific projects. This position will orchestrate retrospective peer reviews of services related to quality of care issues and conduct chart reviews, audits, and other QI activities. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Medical field experience in outcome management and quality improvement with a BSN preferred. The QA/PI Coordinator must have the ability to verbally communicate principles and procedures to others. Written communication skills are necessary for report writing and correspondence, both internal and external. Numerical ability is required to compute, comprehend and interpret data. The QA/PI Coordinator must have the knowledge of basic statistical methods and maturity with excellent judgment. Excellent communication and interpersonal skills required to work with physicians and other professionals along with tact and diplomacy.

### **PREFERRED ATTRIBUTES:**

The QA/PI coordinator must have the ability to present information in a clear, concise, objective way to a variety of audiences. Data should be presented in ways which result in positive support for improvements, when appropriate. Individual must possess the ability to manage several projects concurrently and have the ability to project the professional image of the department.

### **NOTE:**

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## **PHYSICIAN ASSISTANT – SURGICAL 064**

### **SUMMARY:**

The Physician Surgical Assistant functions as a member of the assigned surgical specialty providing first and second assistance in the Operating Room to the surgeons. The PA will assist in the management of the pre-operative and post-operative care of surgical patients as directed by the surgeon and serve as a liaison between surgeons and hospital staff to provide communication and coordination of activities to assure quality patient care. The PA manages office patients as directed and supervised by the physicians. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by graduation from an accredited college or university physician's assistant program with strong surgical assisting emphasis and experience in a surgical specialty. This PA position requires a certification by the National Commission on Certification of Physician's Assistants and registration as physician assistant by Kentucky Board of Medical Licensure;

Physical guidelines include the ability to sit, stand, walk, negotiate steps; lift, move and transport patients, equipment, supplies; motor coordination and manual dexterity; ability to communicate effectively; ability to read/understand orders; visual acuity.

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## **MEDICAL RECEPTIONIST/REGISTRAR 150**

### **SUMMARY:**

The position performs a scope of procedures or tasks usually focused on combining aspects of the clinical encounter such as: greeting patients, registration duties, expediting, scheduling, telephone triage, and IC Chart work list, chart prep and maintenance, filing, rooming patients, surgery scheduling, preauthorization/pre-certification. The receptionist maintains positive relationships with patients, family members, other visitors, and fellow employees. The receptionist is responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will probably be indicated by a high school diploma or equivalent, past medical receptionist experience preferred, and experience working with the public. The receptionist should possess the ability to maintain composure when confronted with fast-paced and stressful situations, pleasant attitude, and a neat appearance. The receptionist will have excellent personal and telephone communication skills and computer skills.

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## LPN/RN 152

### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

### **NOTE:**

This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel.

### **SUMMARY:**

The Registered Nurse provides professional nursing care; assesses, plans, implements and evaluates the care rendered to patients with urgent, emergent, or potential health problems; and, participates in the management of the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by graduation from an accredited RN school of nursing; current State licensure; CPR certification; experience in clinic-based nursing; dedication to patient satisfaction; ability to communicate effectively; and, the ability to work compatibly with physicians and other staff members.

Physical guidelines include ability to stand/walk for up to eight hours/day; bend, stoop, twist; assist patients in turning; assist patient in arising from exam table; push wheelchair patients; assist patient in arising from and returning to wheelchair; visual acuity; distinguish colors.

### **NOTE:**

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## LPN/RN 153

### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

### **NOTE:**

This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel.

### **SUMMARY:**

The Registered Nurse provides professional nursing care; assesses, plans, implements and evaluates the care rendered to patients with urgent, emergent, or potential health problems; and, participates in the management of the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by graduation from an accredited RN school of nursing; current State licensure; CPR certification; experience in clinic-based nursing; dedication to patient satisfaction; ability to communicate effectively; and, the ability to work compatibly with physicians and other staff members.

Physical guidelines include ability to stand/walk for up to eight hours/day; bend, stoop, twist; assist patients in turning; assist patient in arising from exam table; push wheelchair patients; assist patient in arising from and returning to wheelchair; visual acuity; distinguish colors.

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## **CMA 175**

### **SUMMARY:**

The Certified Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients; performs a variety of patient care activities and accommodative services for Clinic patients, many in assistance to section physicians and under the direction and supervision of the Patient Care Manager; maintains primary responsibility for all technical procedures and the operation and care of the nursing unit in the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by certification from an accredited medical assistant program; current CPR certification; two years broad medical experience.

Physical guidelines include the ability to sit, stand, walk for up to eight hours a day; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

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## LPN/RN – PRN 189

### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

### **NOTE:**

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### **SUMMARY:**

The Registered Nurse provides professional nursing care; assesses, plans, implements and evaluates the care rendered to patients with urgent, emergent, or potential health problems; and, participates in the management of the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by graduation from an accredited RN school of nursing; current State licensure; CPR certification; experience in clinic-based nursing; dedication to patient satisfaction; ability to communicate effectively; and, the ability to work compatibly with physicians and other staff members.

Physical guidelines include ability to stand/walk for up to eight hours/day; bend, stoop, twist; assist patients in turning; assist patient in arising from exam table; push wheelchair patients; assist patient in arising from and returning to wheelchair; visual acuity; distinguish colors.

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## **RADIOLOGY TECHNOLOGIST 193**

### **SUMMARY:**

The Radiology Technologist is responsible for operating C-arm equipment under the supervision of the Lexington Clinic Radiology/Imaging Department. Training and assessing competency is the responsibility of the Clinic. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS :**

Formal training indicated by graduation from an AMA approved school of Radiologic Technology; registry eligible for American Registry of Radiologic Technologists, current state licensure: certification by Kentucky Department of Human Resources of Radiation Control Branch; and current CPR.

Physical guidelines include the ability to be exposed to minimal radiation; stand/walk for eight hours per day; bend, stoop, twist and assist patients in turning; assist patient in arising from exam table; push wheelchair patients; assist patient in arising from and returning to wheelchair.

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## PHYSICIAN ASSISTANT 199

### **SUMMARY:**

The Physician Assistant functions to assist the physician in the delivery of primary medical care. The Physician Assistant obtains historical and physical data on patients; interprets and integrates findings to determine appropriate diagnostic and therapeutic procedures under the supervision and guidance of the physician. The Physician Assistant also assists in the management of treatment plans, provides technical assistance and assurance of patient care. The Physician Assistant must maintain positive relationships with patients, family members, visitors and fellow employees. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training that will be indicated by graduation from an accredited program of physician assistant studies. The PA must possess a Physician Assistant certification and current KY board licensure; exam eligible.

Physical guidelines include the ability to sit, stand, walk, negotiate steps; lift, move and transport patients, equipment, supplies; motor coordination and manual dexterity; ability to communicate effectively; ability to read/understand orders; visual acuity.

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## **RADIOLOGY TECHNOLOGIST - PRN 202**

### **SUMMARY:**

The Radiologic Technologist in a Regional Center will perform physician office laboratory testing and routine x-rays. They should have training in laboratory procedures and radiology procedures. Should be able to exercise good judgment in review and assessment of laboratory quality control parameters, perform lab tests accurately, produce radiographs of high quality, and perform patient care duties as assigned; I.E., rooming patients and taking vitals. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS :**

**Radiologic Technologist:** Formal training which will probably be indicated by graduation from an AMA approved school of Radiologic Technology; registry eligible from American Registry of Radiologic Technologists, with registration achieved within one year of graduation; current state licensure; certification by Kentucky Department of Human Resources of Radiation Control Branch; current CPR certification.

**Physician Office Laboratory Testing:** Previous experience in performance of CLIA waived physician office testing, experience in venipuncture and processing of laboratory specimens.

**Patient Care:** Experience with working with the public. Must have the ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communications skills; excellent telephone communication skills.

Physical guidelines include the ability to stand/walk for up to eight hours per day; the ability to be exposed to minimal radiation; lift and position patients and or materials weighing up to 20 pounds; bend/stoop; distinguish colors; visual and auditory acuity; ability to communicate effectively; skills in operating various laboratory and x-ray equipment. Ability to perform vitals on patients

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## PHONE TRIAGE/CHEMO RN 203

### **SUMMARY:**

The Telephone Triage RN functions as a member of the patient care team, contributing to the total health management of the patients; performs a variety of patient care activities including triaging patient calls into the department providing prompt and accurate response to patient concerns in accordance with the policies and procedures of the department. Also performs a variety of accommodative services for Clinic patients, in assistance to section physicians and independently; maintains primary responsibility for all nursing procedures and the operation and care in the nursing unit in the Hematology/Oncology department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS :**

Formal training which will probably be indicated by graduation from an accredited RN School of Nursing; Oncology Nurse certification; current Kentucky State licensure; CPR certificate; dedication to patient satisfaction; ability to communicate effectively to work compatibly with physicians and other staff members.

Physical guidelines include ability to stand/walk for up to eight hours/day, bend, stoop, twist, assist patients in arising from exam table, push wheelchair patients, and assist patient in arising from and returning to wheelchair; manual dexterity and motor coordination; visual acuity; articulate speech.

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## **ADVANCED REGISTERED NURSE PRACTITIONER 205**

### **SUMMARY:**

The Cardiology Advanced Registered Nurse Practitioner functions to assist the physician in the delivery of medical care in the hospital and office settings; obtains historical/physical data on patients; interprets and integrates findings to determine appropriate diagnostic and therapeutic procedure; assists in management of treatment plans, providing technical assistance and assuring quality patient care; maintains positive relationships with patients and family members, referring physicians and staff, hospital personnel, visitors, and fellow employees; practices under supervision and guidance of the physician. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS :**

Formal training which will probably be indicated by current State Board of Nursing licensure; RN graduation from a post-basic RN course (clinical specialist or Master's program); Advanced RN Practitioner registration; exam eligible or certified as nurse practitioner at national level. Recent knowledge, training, and experience in cardiology required. BLS and ACLS certification required.

Physical guidelines include the ability to sit, stand, walk, negotiate steps; lift, move and transport patients, equipment, supplies; motor coordination and manual dexterity; verbal and hearing acuity to communicate effectively by phone and in person; ability to read/understand orders.

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## **BUYER II 001**

### **SUMMARY:**

The Buyer II, under the supervision of the Director of Purchasing, assures accuracy, integrity and security over a major product line data base in Purchasing; negotiates and places orders for all categories of items; follows up and expedites orders; maintains vendor files, works with Director and Coordinator as necessary; and performs other duties as assigned. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; previous office experience in medical environment; knowledge of medical terminology; typing skills of minimum 55 WPM and knowledge of business correspondence format; computer experience using Excel, Word, and other various software programs; ability to proofread; good written and verbal communication skills; courteous; friendly; diplomatic and tactful; ability to maintain information in a confidential manner; ability to use basic office equipment.

Physical guidelines include the ability to lift/carry materials weighing up to 50 pounds; manual dexterity; mobility.

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## **ANALYST ANSWERING SERVICE 003**

### **SUMMARY:**

The analyst works under general supervision to operate the central communications center so that all telephone calls and paging are processed promptly; serves as the "first line" in customer services and public relations. Maintains required records of special calls as directed by the supervisor; maintains accurate account of demographic information on all paged calls. Will also be required to enter a clinical message so physicians can properly document charts. Maintain positive work relationships with patients, family members over the phone. Must be compliant with HIPPA. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; ability to work in a high stressed environment; experience working with the public; to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Must have computer skills/experience, micro soft office suites preferred; data entry required. Some basic knowledge of medical preferred.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear; good listening and memory skills

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## **ANALYST ANSWERING SERVICE 005**

### **SUMMARY:**

The analyst works under general supervision to operate the central communications center so that all telephone calls and paging are processed promptly; serves as the "first line" in customer services and public relations. Maintains required records of special calls as directed by the supervisor; maintains accurate account of demographic information on all paged calls. Will also be required to enter a clinical message so physicians can properly document charts. Maintain positive work relationships with patients, family members over the phone. Must be compliant with HIPPA. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; ability to work in a high stressed environment; experience working with the public; to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Must have computer skills/experience, micro soft office suites preferred; data entry required. Some basic knowledge of medical preferred.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear; good listening and memory skills

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## **ANALYST ANSWERING SERVICE 006**

### **SUMMARY:**

The analyst works under general supervision to operate the central communications center so that all telephone calls and paging are processed promptly; serves as the "first line" in customer services and public relations. Maintains required records of special calls as directed by the supervisor; maintains accurate account of demographic information on all paged calls. Will also be required to enter a clinical message so physicians can properly document charts. Maintain positive work relationships with patients, family members over the phone. Must be compliant with HIPPA. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; ability to work in a high stressed environment; experience working with the public; to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Must have computer skills/experience, micro soft office suites preferred; data entry required. Some basic knowledge of medical preferred.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear; good listening and memory skills

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## PHYSICIAN ASSISTANT 007

### **SUMMARY:**

The PA functions as a member of the assigned surgical specialty providing first and second assistance in the operating room to the surgeons; assists in the management of the pre-operative and post-operative care of surgical patients as directed and supervised by the physicians; serves as a liaison between surgeons and hospital staff to provide communication and coordination of activities to assure quality patient care. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training will be indicated by graduation from an accredited college or university physician's assistant program with strong surgical emphasis; certification by the National Commission on Certification of PA's Registration as a PA by KY Board of Medical Licensure in surgical specialty

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## CMA / LPN 009

### **SUMMARY:**

The Certified Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients, performs a variety of patient care activities and accommodative services for Clinic patients; many in assistance to section physicians and under the direction and supervision of the Patient Care Manager. The CMA maintains primary responsibility for all technical procedures and the operation and care of the nursing unit in the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by certification from an accredited medical assistant program, current CPR certification, and two years broad experience with emphasis in family practice.

Physical guidelines include the ability to sit, stand, walk for up to eight hours a day; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

### **NOTE:**

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### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

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## CMA / LPN 010

### **SUMMARY:**

The Certified Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients, performs a variety of patient care activities and accommodative services for Clinic patients; many in assistance to section physicians and under the direction and supervision of the Patient Care Manager. The CMA maintains primary responsibility for all technical procedures and the operation and care of the nursing unit in the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by certification from an accredited medical assistant program, current CPR certification, and two years broad experience with emphasis in family practice.

Physical guidelines include the ability to sit, stand, walk for up to eight hours a day; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

### **NOTE:**

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### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

### **NOTE:**

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## **CODING ANALYST I 011**

### **SUMMARY:**

The Coding Analyst I ensures compliance with all coding regulations and conventions including those from the AMA, the Center for Medicare and Medicaid Services, as well as all non-Medicare commercial payers. Responsible for annual updates, and accuracy of all service forms; accurately completes all service forms using ICD-9/CPT/HCPCS codes in order to secure optimal reimbursement while remaining compliant with all coding regulations. Reviews claim edits by department for judgment/action. Provides accurate price quotes to patients and staff; interacts directly with Coding Lead, Reimbursement Analysts, Auditors, and Data Entry to facilitate proper usage of ICD-9/CPT/HCPCS; assists analysts with physician and departmental projects; assists analysts with patient complaints and insurance denials; maintains professional growth and development through bulletins, educational programs, specialty conferences and workshops. Position is responsible for non-surgical, basic coding. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training will probably be indicated by a high school diploma or equivalent; experience with Word and Excel computer programs preferred; completion of medical terminology course; minimum of one year experience with ICD-9/CPT/HCPCS coding and reimbursement activities preferred.

Physical guidelines include visual and auditory acuity; manual dexterity and motor coordination necessary to perform job duties.

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## **CUSTOMER SERVICE REPRESENTATIVE 012**

### **SUMMARY:**

The Customer Service Representative triages and responds to patient inquiries and correspondence regarding statement of account; insurance filing, Clinic policies regarding billing, etc; resolves simple account problems and makes necessary corrections to accounts; routes difficult accounts to the Account Analysts according to insurance type; assists patients in any way possible regarding their accounts; documents patient complaints; resolves complaints or routes complaints to appropriate departments for resolution.

Analyst Support will be responsible for preparing all financial discharges and send chart with request to each department the patient has been seen in for the past three years; send the discharge letter out certified to the patient; forward any Business/Corporate accounts to the agency and follow up on any inquiry from the agency regarding those accounts; post and report any payments; distribute Kenpac listing to the Patient Care Managers; be responsible for entering all POA (power-of attorney) information and authorization to release patient account information and keep files for them. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; two years experience in the health care field with specific responsibilities in insurance filing; bill processing and other business functions; excellent communication and interpersonal skills; demonstrated tact and diplomacy when dealing with patients under stressful conditions; mathematical skill.

Physical guidelines include the ability to sit for up to eight hours per day; visual and auditory acuity; manual dexterity and motor coordination.

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## AR COORDINATOR 013

### **SUMMARY:**

The Accounts Receivable Coordinator works directly with patients, explaining and detailing billing procedures and initiating personal payment arrangements; files, follows up and researches all insurance claims; is responsible for monitoring and reducing denied/rejected claims; works closely with management related to AR maintenance; coordinates with data processing all aspects of the billing procedure; responds to patient inquiries; assists in establishing billing protocol within assigned department(s) or facilities; monitors work flow; maintains communication with and provides production reports to the CBO manager; other duties as assigned. Must have access to own transportation, possess a valid driver's license and insurance coverage as indicated by Lexington Clinic safety policies. Position requires frequent travel. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; entry level accounting course completion; two years experience in a medical office setting; knowledge of ICD-9 and CPT-4 coding; knowledge of third party fee profiles and reimbursement mechanisms; knowledge of medical terminology and coding procedures; good typing skills and mathematical calculations ability; good communication/phone skills.

Physical guidelines include the ability to sit/stand for up to eight hours per day; maneuver equipment; read and understand medical information; visual acuity; ability to perform repetitive motions; bend, stoop, squat; mobility.

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## **MEDICAL RECEPTIONIST/REGISTRAR 014**

### **SUMMARY:**

The position performs a scope of procedures or tasks usually focused on combining aspects of the clinical encounter such as: greeting patients, registration duties, expediting, scheduling, telephone triage, and IC Chart work list, chart prep and maintenance, filing, rooming patients, surgery scheduling, preauthorization/pre-certification. Must maintains positive relationships with patients, family members and other visitors, and fellow employees. Responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; past medical receptionist experience preferred; experience working with the public; ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Medical office experience. Computer skills/experience.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear.

### **NOTE:**

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## MEDICAL RECEPTIONIST 015

### **SUMMARY:**

The Receptionist performs a limited scope of procedures or tasks usually focused on one or two aspects of the clinical encounter such as: expediting, scheduling, telephone triage, IC Chart work lists, chart prep and maintenance, filing, greeting/ registration, preauthorization/ pre-certification. Will occasionally be asked to cross cover or assume additional responsibilities on a limited basis. Maintain positive relationships with patients, family members and other visitors, and fellow employees. Responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; past medical receptionist experience preferred; experience working with the public; ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Computer skills/experience. Medical office experience.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear.

### **NOTE:**

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## **MEDICAL RECEPTIONIST 016**

### **SUMMARY:**

The Receptionist performs a limited scope of procedures or tasks usually focused on one or two aspects of the clinical encounter such as: expediting, scheduling, telephone triage, IC Chart work lists, chart prep and maintenance, filing, greeting/ registration, preauthorization/ pre-certification. Will occasionally be asked to cross cover or assume additional responsibilities on a limited basis. Maintain positive relationships with patients, family members and other visitors, and fellow employees. Responsible for clinical, technical and clerical support associated with the scheduling of procedures within the clinic, as well as coordination of procedures off-site. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; past medical receptionist experience preferred; experience working with the public; ability to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Computer skills/experience. Medical office experience.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear.

### **NOTE:**

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## **ORTHOPEDIC TECHNICIAN 017**

### **SUMMARY:**

The Orthopedic Technician is responsible for carrying out patient-oriented procedures under the supervision of a nurse or physician; maintains primary responsibility for the management of patient flow; assists with orthopedic procedures, completeness of medical record, stocking and maintaining supplies and equipment. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training that will be indicated by previous experience in medical field; with exposure to patient care; sterile technique and medical terminology; good communication skills; ability to monitor patient condition or formal education in a related field with a willingness to train in these skills.

Physical guidelines include ability to sit/stand/walk for up to eight hours/day; motor coordination and manual dexterity; articulate speech; read and understand medical information; visual acuity.

### **NOTE:**

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## CMA / LPN 018

### **SUMMARY:**

The Certified Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients, performs a variety of patient care activities and accommodative services for Clinic patients; many in assistance to section physicians and under the direction and supervision of the Patient Care Manager. The CMA maintains primary responsibility for all technical procedures and the operation and care of the nursing unit in the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by certification from an accredited medical assistant program, current CPR certification, and two years broad experience with emphasis in family practice.

Physical guidelines include the ability to sit, stand, walk for up to eight hours a day; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

### **NOTE:**

This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel.

### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

### **NOTE:**

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## CMA / LPN 019

### **SUMMARY:**

The Certified Medical Assistant functions as a member of the patient care team, contributing to the health management of the patients, performs a variety of patient care activities and accommodative services for Clinic patients; many in assistance to section physicians and under the direction and supervision of the Patient Care Manager. The CMA maintains primary responsibility for all technical procedures and the operation and care of the nursing unit in the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by certification from an accredited medical assistant program, current CPR certification, and two years broad experience with emphasis in family practice.

Physical guidelines include the ability to sit, stand, walk for up to eight hours a day; lift, move and transport patients, equipment and supplies; motor coordination and manual dexterity; articulate speech; ability to read and understand orders; visual acuity.

### **NOTE:**

This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel.

### **SUMMARY:**

The Licensed Practical Nurse is responsible for providing nursing care to patients who present with urgent, emergent, or potential health problems; utilizes knowledge of basic nursing principles, practices and ethics and participates in the organization and management of the physician's practice. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

This position requires formal training which will be indicated by a graduation certificate from an accredited LPN school of nursing; basic life support, CPR certification, IV certification and hold a current Kentucky state license. The LPN must have a minimum two years broad experience with emphasis in medical office duties; ability to monitor patient condition and good verbal communication skills.

Physical guidelines include ability to sit, stand, walk and negotiate steps for up to eight hours/day; lift, move and transport patients and materials; manual dexterity and motor coordination; articulate speech; read and understand medical information; visual acuity and ability to distinguish colors.

### **NOTE:**

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## **RN - PRN 020**

### **SUMMARY:**

The RN provides expert professional nursing care; assesses, plans, implements and evaluates the care rendered to patients with urgent, emergent, or potential health problems; and, participate in the management of the department. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training that will be indicated by a graduation certificate from an accredited RN school of nursing; current state licensure; CPR certificate; experience in clinic-based nursing; dedication to patient satisfaction; ability to communicate effectively; and, the ability to work compatibly with physicians and other staff members.

Physical Guidelines include: the mobility for up to eight hours/day, bend, stoop, twist, assist patients in turning, assist patient in arising from exam table, push wheelchair patients, and assist patient in arising from and returning to wheelchair. Must be able to distinguish among colors.

### **NOTE:**

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## MEDICAL TRANSCRIPTIONIST 021

### **SUMMARY:**

The Medical Transcriptionist transcribes physicians' daily dictation as assigned, operating designated word processing, dictation, and transcription equipment as directed. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; one year of medical transcription experience; excellent written skills, including English usage, grammar, punctuation, and style; knowledge of medical terminology for all Clinic services; experience in computer or word processor; must be able to type a minimum of 1,000 lines or 60 minutes of dictation per day; good communication skills.

Physical guidelines include ability to extend wrists/arms for up to eight hours per day; sit for up to eight hours per day; work at VDT for up to eight hours per day.; carry materials weighing up to 50 pounds.

### **NOTE:**

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## **ANALYST ANSWERING SERVICE 022**

### **SUMMARY:**

The analyst works under general supervision to operate the central communications center so that all telephone calls and paging are processed promptly; serves as the "first line" in customer services and public relations. Maintains required records of special calls as directed by the supervisor; maintains accurate account of demographic information on all paged calls. Will also be required to enter a clinical message so physicians can properly document charts. Maintain positive work relationships with patients, family members over the phone. Must be compliant with HIPPA. Attendance is an essential function of the job.

### **PREFERRED QUALIFICATIONS:**

Formal training which will probably be indicated by a high school diploma or equivalent; ability to work in a high stressed environment; experience working with the public; to maintain composure when confronted with fast-paced and stressful situations; pleasant attitude; neat appearance; excellent communication skills; excellent telephone communication skills. Must have computer skills/experience, micro soft office suites preferred; data entry required. Some basic knowledge of medical preferred.

Physical guidelines include motor coordination and complete manual dexterity; articulate speech; visual acuity; ability to hear; good listening and memory skills

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