



EMPLOYMENT OPPORTUNITIES

As of August 18, 2016

ADMINISTRATION

CHIEF FINANCIAL OFFICER (CPA)

JCMG is looking for a highly qualified and team oriented leader to fill their Chief Financial Officer (CFO) position. This is a full-time salaried position reporting to the Chief Operating Officer (COO). In this highly visible leadership role, the CFO will guide JCMG's financial policy and systems while also being an active participant in, and driver of, the organizations overall strategy. The successful candidate will lead all financial administration, business planning, and budgeting. As a member of the senior leadership team, the CFO will work closely with JCMG's Board of Directors and COO assessing and evaluating JCMG's financial performance regarding short and long term goals, budgets, and forecasts. This individual will lead efforts to effectively manage cash flow, ensure funding availability; provide timely and accurate analysis of budgets, financial trends, and revenue streams. Requires a Bachelor's degree in Accounting or Finance, Masters' degree and Certified Public Accountant (CPA) required. A minimum of five to seven years directly related to financial management and accounting principles. Healthcare accounting experience required. Large medical group experience highly preferred. Exposure to managed care contracting and healthcare revenue cycle operations required. Significant experience working with external auditors, internal controls, and compliance related issues preferred.

ACCOUNTING

ACCOUNTANT

JCMG is growing and looking to fill two (2) full-time Accountant positions. Monday – Friday 8:00 a.m. – 5:00 p.m. Responsibilities will include researching all information needed to complete accounting tasks; analyzing information, issuing financial reports, projections, and estimates; assisting with questions, and error resolution; maintaining reports and files; coding and keying information in accordance with predetermined categories into computerized accounting software; reviewing work of account payable clerks; understanding and observing policies; and any special projects as assigned. Candidate should have corporate accounting experience, and be able to work independently; have the ability to multi-task and work accurately in a fast paced environment; have excellent computer skills in Excel, Word, and MAS90; and have exceptional communication and customer service skills. Must be a team player with a high degree of integrity. Requires a Bachelor's degree in Accounting or Finance. Masters' degree and Certified Public Accountant (CPA) preferred. Five or more years related experience and/or training, or equivalent combination of education and experience. Healthcare accounting experience preferred. Exposure to managed care contracting and healthcare revenue cycle operations preferred. Significant experience working with external auditors, internal controls, and compliance related issues preferred.

AUDIOLOGY CLINIC

RECEPTIONIST

JCMG's Audiology clinic is looking for a full-time receptionist position. Hours are normally Monday, Wednesday, and Friday 8:00 a.m. to 5:00 p.m., and Tuesday and Thursday 7:00 a.m.-4:00 p.m. However, hours could vary based on the needs of the clinic. Responsibilities will include scheduling appointments, answering the telephone, pre-certifications, and the collection of co-payments. Must have exceptional people skills, calm reassuring manner, have excellent computer knowledgeable with the willingness to learn new skills, and be able to multi-task. Excellent customer service attitude and time management skills are a must. Previous experience in a medical office preferred. This position will work up to assisting patients and becoming trained to be an Audiology Assistant.

CENTRAL BUSINESS OFFICE

CERTIFIED CODERS

JCMG is growing and we are looking for certified coders to join our team. Responsibilities will include the timely and accurate processing of charge tickets; billing of patient accounts for medical services to the correct account; posting co-payments, deductibles or other payments received by the physician offices to the appropriate accounts; ensuring accuracy of data entry by balancing batch totals; making all adjustments and/or corrections to claims from pre-edits, errors or unprocessed billing reports. Successful candidate should have knowledge of physician billing, ICD-9; ICD-10, and CPT codes. Must have minimum of two years of medical office coding. CPC certification required or must be obtained within a year of hire. Abstract procedure coding experience required. Successful candidates must have excellent customer service skills, be able to effectively communicate, and have the ability to work independently and effectively with little supervision. Strong computer application skills are a must. These positions will work remotely from home. Candidate with Cardiology coding certification or expertise will receive a \$1,000.00 sign on bonus after the completion of their 90 probationary period.

INSURANCE ACCOUNT REPRESENTATIVE

JCMG's Central Business Office is looking for a full-time Insurance Account Representative. Hours are Monday- Friday 8:00 a.m.-5:00 p.m. This position performs all functions essential in the collection of payments from insurance companies. Preference will be given to candidates with experience in physician insurance billing and familiar with ICD-9 and CPT medical coding. Successful candidates must have excellent customer service skills, be able to effectively communicate, and have the ability to work as a team player. Medical Office experience preferred. Strong computer application skills are a must.

DERMATOLOGY

LPN

JCMG's busy Dermatology Clinic is looking to fill a full-time LPN position. Hours are Monday – Friday 7:30 a.m.- 5:00 p.m. However; days and hours could vary based on the needs of the clinic. Responsibilities could include scheduling appointments; setting up and assisting with procedures; rooming of patients; taking patient histories and vitals; and making follow-up contacts regarding appointments. Preference will be given to candidate with prior clinical experience. Successful candidate must be a licensed LPN with an excellent work ethic, be a self-starter with excellent patient assessment skills that has the ability to multi-task in a fast paced environment, exceptional people skills with computer knowledge and the willingness to learn new things. Excellent interpersonal skills with co-workers, patients, visitors, and physicians are a must.

GENERAL SURGERY

LPN/RN

LPN or RN nursing position available in JCMG's General Surgery clinic. Hours are generally Monday – Friday 8:00 am.- 4:00 p.m., but could vary based on the needs of the clinic. Responsibilities include rooming patients, taking vitals, scheduling surgeries, phone triage, completing necessary paperwork, setting up and assisting with minor surgical procedures, working with EHR, and wound care. This position will also be a back-up to the front receptionist assisting with answering phones, making appointments, checking charts prior to the patient's appointment, and inputting of data into EHR. A self-starter with excellent customer service and multi-taking skills is needed for this position. Must have the ability to be flexible with duties and hours, and be able to adapt to a fast paced rapidly growing department. Successful candidate must be a graduate of an accredited nursing program and be able to provide a current Missouri license. Previous experience in a medical setting or operating room is preferred but will train an enthusiastic nurse that is willing to learn.

INFUSION CENTER

REGISTERED NURSE

JCMG's busy Infusion center is looking to fill a part-time RN position. Hours are Monday- Friday 8:00-5:00, with occasional weekends and holidays if needed. Our Infusion center is looking for an experienced RN with exceptional IV, assessment and organizations skills to assist with infusion center patients and radiology procedures. Wound care experience is preferred. ACLS and PALS are required. Successful candidate must have a current Missouri license. A self-starter with excellent interpersonal skills is needed for this position. Must have excellent patient assessment skills, and be able to multi-task.

INFORMATION SYSTEMS

SYSTEM ADMINISTRATOR

JCMG's Information Systems department is looking for a Systems Administrator. Hours would be Monday – Friday 8:00 a.m.- 5:00 p.m. Hours could vary with the needs of the department including some after hours as needed. Responsibilities will include installing new software releases, system upgrades, evaluates and installs patches, and resolves software related problems. Inform system users about operating system capabilities and recommend changes in procedures or other solutions to improve efficiency and resolve problem operations. Troubleshoot hardware/software problems and system failures. Determine and initiate appropriate and immediate actions needed to restore services with minimal down time. Analyze software specifications for completeness and compatibility with operating system capabilities. Advise applications development and support staff on design issues that optimize end user services and operation environment efficiencies. Research technical software and related questions and problems identified by users, management, programming, operating and systems personnel. Document findings and communicate to all responsible parties. Provide technical assistance and training to appropriate computer personnel and system users on hardware/software features associated with the computer installation, operation, and maintenance. Successful candidate must have a bachelor or associates degree from an accredited college, university, or technical school in Information Systems or Information Technology or related field.

INTERNAL MEDICINE

LPN/MEDICAL ASSISTANT

JCMG's Internal Medicine clinic is looking to fill two (2) full-time clinical positions. Must be self-motivated with an excellent work ethic. Hours will vary based on the needs of the clinic. Monday – Friday 8:00 a.m. - 5:00 p.m. Responsibilities will include rooming patients, taking vitals, immunizations, managing incoming calls, making follow-up contacts regarding appointments, assisting physicians with procedures, and any other medical office duties as assigned. Candidates must be able to prioritize, multi-task, and do so in an efficient manner. Communication and excellent customer service skills are a must. Applicant must also have strong computer skills with a willingness to learn new skills. Successful candidate must be a licensed LPN or an MA with prior experience with injection training or a graduate of an accredited Medical Assistant program.

LABORATORY

RECEPTIONIST

Full-time receptionist position available in JCMG's busy laboratory. Hours would be Monday-Friday 9:00 a.m. to 6:00 p.m. Responsibilities will include arriving patients, verifying insurance and personal demographics, answering the telephone, and the collection of specimens. Must have exceptional people skills, calm reassuring manner, have computer knowledgeable with the

willingness to learn new skills, and be able to multi-task. Excellent customer service attitude and time management skills are a must. Previous experience in a medical office preferred.



RECEPTIONIST

JCMG's Laser and Vein Center is seeking a full-time Receptionist within their Vein division. Candidate must be energetic, friendly, and service oriented. Hours are Monday – Friday 8:00 a.m. – 5:00 p.m. However; hours could vary based on the needs of the clinic. Responsibilities will include greeting clients and overseeing the reception areas; scheduling and confirming client appointments, managing client flow, laundry, cleaning of rooms, maintaining overall appearance of the office, soliciting client feedback, and inventory of all supplies. Successful candidates will be enthusiastic have excellent customer service skills with a positive attitude. Must be able to work independently as well as in a team environment, be extremely reliable with a high degree of integrity. Must be proficient in Microsoft Word and Excel. Preference will be given to the candidate with 2-3 years experience in a surgical practice and that has experience with physician insurance billing and is familiar with basic ICD-9/10 and CPT medical coding.

SURGERY SCHEDULER

JCMG's Laser & Vein clinic is growing and looking to fill a full-time Surgery Scheduler position. Hours will be Monday – Friday 8:00 a.m. - 5:00 p.m. However, hours could vary based on the needs of the department. Responsibilities will include assisting our patients with scheduling surgery appointments, working with patients on insurance processing, verification, and pre-determinations, and any follow up regarding pre-determinations. Medical billing knowledge required. Must have excellent computer skills, with knowledge of Microsoft applications and working with spread sheets. Successful candidate must have excellent customer service skills, be able to effectively communicate, and have the ability to work as a team player. Preference will be given to the candidate with 2-3 years experience in a surgical practice and that has experience with physician insurance billing and is familiar with basic ICD-9/10 and CPT medical coding.

MAINTENANCE

HOUSEKEEPING – Part-time Express Care Clinic (Elm Street location)

JCMG's maintenance department is looking to fill a part-time evening housekeeping position. Hours are Sunday, Wednesday, and Friday 6:00 p.m. – 8:00 p.m. providing general housekeeping duties within JCMG's new Express Care clinic. Responsibilities will include but are not limited to dry and wet mop floors in uncarpeted offices and rooms, dusting, vacuuming, emptying trash, and any other cleaning duties as assigned. Successful candidate must be a self starter with excellent work ethic, have the ability to work independently with minimal supervision, excellent customer service skills, and have the ability to manage their time effectively. This position requires working in dirty and unsanitary conditions, frequent walking, standing, bending, stooping, and lifting of up to 75 lbs.



LPN

JCMG'S Missouri Valley Physicians clinic has an opening for a full-time LPN. Hours are Monday- Friday 8:00 a.m. to 5:00 p.m. However, hours will vary based on the needs of the clinic. Responsibilities will include assisting with rooming of patients, taking patient histories and vitals, giving injections, scheduling appointments, and making follow-up contacts regarding appointments. This position will float within the clinic but will work one on one with a physician at least twice a week, and will learn other areas of the clinic such as x-ray, pre-certifications, and pre-authorizations. Successful candidate must be a graduate of an accredited LPN program and be able to provide a current Missouri license. Successful candidate must be able to work accurately and efficiently in a fast paced department, have a great work ethic, and be able to effectively communicate with exceptional people skills.

PEDIATRICS

RN/LPN/MEDICAL ASSISTANT- Extended Care Weekends

JCMG's Pediatrics clinic is looking to fill several part-time weekend positions within their Extended Care clinic. Hours are Saturday and Sunday 9:00 a.m.- 2:00 p.m. and holidays 9:00 a.m.- 2:00 p.m. However, hours could vary based on the needs of the clinic. Responsibilities will include assisting with rooming of patients, taking patient histories and vitals, managing incoming calls, scheduling appointments, and making follow-up contacts regarding appointments. Prefer pediatric experience in health care setting. Urgent care experience a plus. Successful candidates must be able to work accurately and efficiently in a fast paced department, be able to effectively communicate and multi-task. Successful candidates must have excellent customer service skills, attention to detail, strong computer skills, and the willingness to learn new skills. Candidates must be a licensed LPN. Consideration will be given to an MA with experience that has graduated from an accredited Medical Assistant program that included injection training.

PHARMACY

PHARMACY TECHNICIAN- Part-time

JCMG's Pharmacy is looking to fill a part-time Pharmacy Technician position. Hours are could be flexible between Monday – Friday 8:00 a.m. - 6:00 p.m. and weekends Saturday & Sunday 9:00 a.m. - 2:00 p.m. This position will do all necessary functions essential in the day to day operation of the pharmacy; including answering the telephone, maintaining inventory of all supplies and pharmacy stock; inputting data into computer system; assisting patients/customers with the pick-up of their prescriptions and/or purchases, and assisting

the Pharmacist and other pharmacy techs as appropriate in preparing prescriptions. Successful candidate should have basic computer knowledge, extreme attention to detail, self motivation, excellent customer service attitude and time management skills. Previous experience preferred. If not already a licensed pharmacy technician must be willing to obtain the license if offered the position.

RADIOLOGY

VENOUS ULTRASOUND TECHNOLOGIST

JCMG's skilled Radiology department is currently seeking a Venous Ultrasound Technologist to join our team. This is a full-time position Monday-Friday 8:00 a.m. - 5:00 p.m. Successful candidate will be working independently with a team of other Sonographers who perform over 8,500 procedures annually on four state of the art ultrasound units. Responsibilities will include performing non-invasive vascular diagnostic imaging; also may include performing a variety of other ultrasound exams including breast, pelvic, abdomen, and doppler imaging as needed. Two or more years experience preferred. Applicants must have successfully completed an AMA approved Ultrasound Technology program, and be registered with the American Registry for Diagnostic Medical Sonography as a RDMS, or RVT. Preference given to candidate with a certification. New graduates must become registered within 18 months of hire.



RECEPTIONIST

Full-time position available Monday – Friday 8:00 a.m.- 5:00 p.m. in JCMG's Women's Clinic. Hours may vary based on the needs of the department. Responsibilities will include scheduling appointments, arriving patients into computer system, verifying insurance and personal demographics, answering the telephone, and any other medical office duties as assigned. Preference will be given to the candidate with previous experience in a medical office environment. Successful candidate must be enthusiastic, extremely organized and have excellent customer service skills with a positive attitude. Must have knowledge of basic insurance and financial requirements, attention to detail, be able to work in a fast paced environment, able to discuss financial obligations and collect payments at time of service, be extremely reliable with a high degree of integrity. Excellent typing and computer skills required.

PRN-ULTRASOUND TECHNOLOGIST

JCMG's Women's Clinic is currently seeking a PRN Ultrasound Technologist to join their team. This position will work one day a week every Friday from 7:30 a.m. - 4:30 p.m. and assist with staff shortages as needed, so days and hours will vary based on the needs of the department and for the right candidate. Responsibilities will include performing OB/GYN sonograms, and any other ultrasound exams as needed. Abdominal and vascular experience a plus. Applicants must have successfully completed an AMA approved Ultrasound Technology program, and be registered with the American Registry for Diagnostic Medical Sonography as a RDMS or become registered within 18 months of hire. Must have OB experience.

HOW TO APPLY: Thank you for your interest in Jefferson City Medical Group (JCMG). Please complete an online application for any position of interest at www.jcmg.org. Resumes can now be submitted with your online application. JCMG makes a significant effort to hire candidates who have the qualifications, values and aptitude necessary to help us meet our mission. You will not be contacted if you are not chosen to be interviewed. Regardless of the outcome of your application with JCMG, we wish you well in your career endeavors.

INTERNAL TRANSFERS – Please refer to the transfer policy for additional information.

**JCMG reserves the right to close or withdraw any position included in this listing at any time.
We are an equal opportunity employer / drug free / smoke free workplace.**

To provide high quality, cost effective, patient centered healthcare to Central Missouri.

