

NOTICE OF JOB OPENING

The following company(s) has job openings. Please refer applicants, **directly** to the prospective employer as requested below in the Application Process section, or by utilizing the Website Address provided. All qualified applicants are welcome to apply. When applying for any position listed, please let the employer know you received their job notice information through the MAXOutreach™ program.

If you have received this fax in error, please contact the MAXOutreach Coordinator at 800-274-8582 Ext. 185 or by email at outreachcoordinator@maximus.com.

Company: HealthEast

Account Code: Maplewood,MN,55106

Address:

City: Maplewood

State: MN

Zip: 55106

POSITION TITLE: SUPERVISOR NUTRITION SERVICES JOB

Job Requisition Number: 12313

Application WebSite: http://jobs.healtheast.org/job/Maplewood-SUPERVISOR-NUTRITION-SERVICES-JOB-MN-55106/1652641/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Requisition Number: JN-12313 Job Title: SUPERVISOR NUTRITION SERVICES

Site Overview:

St John's Hospital - St. John's Hospital, located in Maplewood, is the area's primary healthcare resource. As a Solucient Top 100 hospital, it offers a variety of services for patients at every stage of life. One of its specialty services is HealthEast Cancer Care, which features the HealthEast Genetics Clinic, Breast Care Center, and Prostate Care with the da Vinci Surgical System, a robot-assisted technology.

Department Overview:

NUTRITION SERVICES-GENERAL

Work Location:

St. John's Hospital Contract: Non-contract

Job Category:

Service - Nutrition Services Specific Area of Interest: Nutrition Services

City:

Maplewood

Shift:

Day

Authorized Hours - Minimum Per Two Weeks: 80

Authorized Hours - Maximum Per Two Weeks:

Work Hours:

Work Hours/Schedule(For Example: 7:00am-3:30pm or Every other weekend) 6:00am - 2:30pm and E/O Weekend

Primary Function & Major Responsibilities Supervises daily operational functions of food production and service. Assists with and supports the safety/sanitation program of the department. Supervises all facets of food production, ensuring a safe/sanitary environment wherein high quality products are produced. Coordinates the catering events business and serves as quality control supervisor. The catering (AM) Supervisor ensures that catering events receive high quality/timely food and service. Coordinates the cafeteria business and serves as quality control supervisor. Promotes professional development of self and staff. Monitors expenses with compliance to budget specifications. Maintains confidentiality in all aspects of the job to ensure appropriate maintenance of all privacy related issues. Performs all other related duties as requested to meet departmental needs.

Qualifications

Education:

HS Diploma or equivalent. Certified Dietary Manager or Registered Dietetic Technician preferred. Bachelors degree in Dietetics//Food Service or related field preferred. Serv Safe Certification is required or is to be obtained within the first six months of employment.

Experience:

Minimum of one year food service experience in an appropriate health care setting or equivalent required. One year of supervisory experience is preferred. Special Knowledge, Skills, and Abilities: Knowledge of quantity food production /service, safety and sanitation and institutional equipment (Serv Safe Certification); Knowledge of regular and special diets; Understanding of attractive food presentation; Demonstrates ability for direct supervision with time management skills; Ability to communicate effectively with employees; Understands the importance of providing excellent customer service to all customers. Regular/Temporary

Status: Regular

If Temporary, Start Date:

If Temporary, End Date:

Position Status: Full Time Employee

Referral Bonus Eligible: No

Sign-On Bonus: No

Company: HealthEast
Address:
MN **Zip:** 55101

Account Code: St Paul,MN,55101

City: St Paul **State:**

POSITION TITLE: REGISTERED NURSE JOB

Job Requisition Number: 12306

Application WebSite: http://jobs.healtheast.org/job/St-Paul-REGISTERED-NURSE-JOB-MN-55101/1652636/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Requisition Number: BH-12306 Job Title: REGISTERED NURSE

Site Overview:

Bethesda Hospital - Bethesda Hospital in St. Paul is a 140-bed Long Term Acute Care Hospital (LTACH) that provides comprehensive acute medical care to patients that have very high medical complexity. Bethesda helps reinvent lives affected by severe illness or injury in the areas of complex medical and respiratory care. They also provide the region's leading comprehensive medical and behavioral care for neurovascular/brain injury and dementia patients. With an average stay of 30 days, patients and staff have time to develop relationships that promote the healing process. Bethesda offers a holistic healing environment where patients receive cutting-edge medical treatment, focused on a interdependent teaming approach that heals not only the body, but the mind and spirit as well. Their interdisciplinary team is led by highly trained physicians including hospitalists and sub-specialty physicians who provide state of the art medical treatments.

Department Overview:

RCU 5 WEST 12 bed Respiratory Care Unit cares for patients with complex medical needs requiring ventilator care. This team has had great success in weaning patients from their ventilator

Work Location:

Bethesda Hospital Contract: Contract

Job Category:

RN-Registered Nurse Specific Area of Interest: Respiratory

City:

St Paul

Shift:

Night

Authorized Hours - Minimum Per Two Weeks: 64

Authorized Hours - Maximum Per Two Weeks:

Work Hours:

Work Hours/Schedule(For Example: 7:00am-3:30pmor Every other weekend) 64

Primary Function & Major Responsibilities Serving as the key leader of the interdependent team, the RN is responsible to achieve patient and unit outcomes. The RN coordinates the care for a group of patients. Including, but not limited to, comprehensive assessment of patient and family needs; identification of outcomes based on the needs assessment; establishing the plan of care; monitoring the progress; and modification of the plan of care as needed. Demonstrates commitment to the universal guiding principles of the patient care model in order to achieve the HealthEast Nursing Vision. Utilizes the Nursing Process to coordinate and achieve outcome focused patient care. Communicates effectively with patient/family, physicians, the interdependent team and other disciplines regarding plan of care. Identifies and documents learning needs of the patient and family and provides individualized education. Complies with regulatory requirements, patient safety requirements, infection control practices, and other established practice standards, policies and procedures. Participates in the development and achievement of unit goals (Safety, cost, quality, satisfaction, engagement). Coordinates the interdependent team while promoting collaborative teamwork and cooperation. Achieves customer service excellence by understanding the needs of all customers i.e. patients, families, and physicians. Maintains confidentiality in all aspects of the job. Performs all other related duties as assigned.

Qualifications

Education:

Graduate of accredited School of Nursing. BSN/BAN preferred. Current license to practice registered nursing in Minnesota. Current Basic Life Support certification.

Experience:

One year experience preferred. **Special Knowledge, Skills, and Abilities:** Ability to utilize the nursing process and critical thinking to provide evidence based patient care; Ability to coordinate care for a group of patients; Ability to lead the interdependent care team; Ability to effectively document and communicate all aspects of the nursing process; Interpersonal and conflict management skills. Is competent to perform skills outlined on the competency checklist including population specific and age related knowledge. Regular/Temporary

Status: Regular

If Temporary, Start Date:

If Temporary, End Date:

Position Status: Part Time Employee

Referral Bonus Eligible: No

Sign-On Bonus: No

Company: HealthEast
Address:
MN **Zip:** 55112

Account Code: Roseville,MN,55112

City: Roseville

State:

POSITION TITLE: PATIENT ACCOUNTING REP CLINICS JOB

Job Requisition Number: 12309

Application WebSite: http://jobs.healtheast.org/job/Roseville-PATIENT-ACCOUNTING-REP-CLINICS-JOB-MN-55112/1652637/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Requisition Number: PS-12309 Job Title: PATIENT ACCOUNTING REP CLINICS

Site Overview:

Clinics - PS (Staff) - Spanning across the St. Paul area, HealthEast Clinics allow for the capability and diversity to offer a full range of services for patients of all ages. Services include, family and internal medicine, pediatrics, Osteoporosis Care, Endocrinology, Podiatry, Geriatric Care, Certified Nurse Midwifery, and Osteopathic Care. The staff comprised of board certified physicians, nurse practitioners, midwives, nurses, certified medical assistants, lab and x-ray technicians as well as other staff members are dedicated to providing the high quality compassionate care that makes the HealthEast Clinics the East Metro's primary care network.

Department Overview:

ROSEVILLE CLINIC

Work Location:

Roseville Clinic Contract: Non-contract

Job Category:

Clerical/Office-General Specific Area of Interest: Accounts Payable/Accounts receiving/Medical Billing

City:

Roseville

Shift:

Day

Authorized Hours - Minimum Per Two Weeks: 30

Authorized Hours - Maximum Per Two Weeks:

Work Hours:

Work Hours/Schedule(For Example: 7:00am-3:30pm or Every other weekend) Flexible

Primary Function & Major Responsibilities Assigns ICD.9 codes and applicable modifiers to all charges incurred by the clinicians. Performs daily entry of charges. Collects cash when

necessary and responds to patient inquiries regarding billing and insurance. Responsible for investigating denied claims that are the designated to the coding/billing group. Backup to the Verification and pre-registration teams when necessary. Partners closely with site Coder for assigned functions. Responds to patient inquires concerning their bill and account balances to resolve internal accounting and billing errors working closely with the Centralized Billing Office. Codes, preps and posts daily clinic and hospital charges and adjustments per policy and procedures..Provides back up coverage to the Pre-registration & Verification department, registered New Patient to the PMS system for any visits occurring out side the clinic such as hospital and/or nursing visits. Responds to written and verbal requests from the Centralized Billing Office for patient information. Maintains organization and updates the carrier bulletins and manuals as assigned. Responds and resolves all walk-in and phone inquiries concerning patient bills and account balance inquires according to established guidelines. Maintains confidentiality in all aspects of the job. Performs other related duties as assigned.

Qualifications

Education:

High school diploma or equivalent. Commitment to become Certified-Procedural Coder or proven CPT/ICD Coding preferred.

Experience:

Prior medical business office or insurance company experience required, preferably in a customer service position. Six months of proven work involving CPT and ICD-9 coding. Prior experience working with third party payer regulations. Special Knowledge, Skills, and Abilities: Familiar with CPT and ICD-9 coding, and insurance requirements relating to these coding methodologies; Demonstrated organization and time management skills; Detail oriented and able to work independently; Demonstrated familiarity with procedures and regulations regarding the submission and resubmission of claims to insurance carriers; Knowledge of and ability to use PC software; Microsoft Word and Excel; Ability to type a minimum of 45 wpm; Strong keyboarding and mouse skills; Excellent verbal skills; Basic accounting skills; Flexible and adapts well to change; Knowledge of basic health information management functions; Ability to work in a team setting and in close cooperation with others in an office setting; Ability to communicate, both written and orally, in the English language; Ability to stand, walk, or sit for an extended period of time. Reaching by extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than whole hand(s) or arm(s); Communication skills using the spoken word. Ability to see within normal parameters. Ability to hear within normal range. Ability to stoop, bend, push or lift 50 pounds. Regular/Temporary

Status: Temporary

If Temporary, Start Date: 01/09/2012

If Temporary, End Date:

Position Status: Part Time Employee

Referral Bonus Eligible: No

Sign-On Bonus: No