

# HPI

Week of May 14, 2017



Company	Dept	Job Title	Shift/Days	Status	Qualifications	HPI Website ID
HPI	CBO	Receipt Posting Specialist	M-F, Days	Full Time	Receipt Posting Specialist needed for busy North OKC medical billing office. Responsible for posting payments, adjustments, denials and zero payments received from lockbox and Electronic Remittance Advices into the current A/R system. Must be able to analyze payments and adjustments to ensure compliance with managed care contracts. Must be detail oriented, able to multi-task, proficient in 10-key posting and able to meet high productivity goals with minimal errors. Must be able to read and interpret an EOB to determine how payments and adjustments should be applied. One year experience in medical payment posting or medical billing and collections required. HMS or Allscripts Vision or PM system experience preferred.	HPI-02
TPG	Heinlen	Phlebotomist	M-F, Days	Full Time	Full Time Phlebotomist needed for Rheumatology Clinic in North OKC who is willing to learn Medical Assistant duties. Responsibilities will include rooming patients, entering patient information in Allscripts, EHR, blood draws, lab processing and prep for send out, injections, triage and other duties as assigned. Candidate must be a kind caring individual, a reliable team player who pays close attention to detail and possesses excellent leadership and customer care skills while providing for the patient. Phlebotomist certification required.	TPG-26

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Week of May 14, 2017



Company	Dept	Job Title	Shift/Days	Status	Qualifications	HPI Website ID
TPG	OCO-Hancock	Medical Assistant	M-F, variable days/hours	Part Time	Part Time Medical Assistant needed for busy Orthopedic clinic in South OKC. Responsibilities include rooming patients, taking vitals, obtaining health history, keeping exam rooms cleaned/stocked, ordering supplies and other duties as assigned. Must be friendly, able to multi task and able to work independently and in a team environment. MA Certification preferred but not required.	TPG-25
TPG	Gilbert Medical Center	Medical Assistant or LPN	M-F, Days	Full Time	Medical Assistant or LPN needed for busy multi-physician family practice clinic in Bethany. Responsibilities include obtaining health history, taking vitals, assisting the provider with examinations and procedures, keeping exam rooms cleaned/restocked, triage patient calls and other duties as assigned. Must be reliable, have excellent people skills and able to multi-task. Certification preferred but not required.	GMC-02

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Company	Dept	Job Title	Shift/Days	Status	Qualifications	HPI Website ID
TPG	Optimal Health-Broadway	Lab Traffic Controller/Backup Courier	M-F, alternating 8am-5pm & 9am-6pm (or clinic closing)	Full Time	Full Time Lab Traffic Controller/Backup Courier needed for busy GYN/Wellness clinic and growing laboratory in OKC. Position requires translation of lab orders into Allscripts, recognition of ICD-10 codes and recognition of insurances. Must have excellent verbal and written communication skills, typing proficiency, valid driver's license, reliable transportation and a good driving record. Candidate must be able to work into the evening until clinic is completed. High School graduate or equivalent required. Phlebotomy or laboratory accessioning experience preferred.	NRW-08
TPG	Heinlen	Front Desk	M-F, Days	Full Time	Full time Medical Front Desk Receptionist with billing and referral experience needed for Rheumatology clinic in North OKC. Must have experience answering multiple phone lines, scheduling appointments, data entry, checking patients in/out, collecting payments, daily billing and preparing daily deposits. Applicant must be cheerful, dependable, able to multi task and able to interact with the public in a positive manner. EHR experience preferred.	TPG-24

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Company	Dept	Job Title	Shift/Days	Status	Qualifications	HPI Website ID
TPG	Heinlen	Medical Assistant	M-F, Days	Full Time	Rheumatology clinic in North OKC in need of a full time Medical Assistant with blood draw/lab experience. Duties will include rooming patients, entering patient information in Allscripts, injections, blood draws, lab processing and prep for send out, triage and other duties as assigned. Candidate must be a kind caring individual, a reliable team player who pays close attention to detail and possesses excellent leadership and customer care skills while caring for our patients. EHR experience preferred. MA Certification required.	TPG-23
TPG	Optimal Health-Broadway	Medical Assistant	M-F, Days	Full Time	Full time Medical Assistant needed for busy GYN office in North OKC. Responsibilities include obtaining health care histories, taking vitals, administering injections, assisting the provider with examinations and procedures, keeping exam rooms cleaned/restocked, notifying patients of lab and imaging results, maintaining accurate documentation and other duties as assigned. Must be dependable, a team player and able to work in a fast-paced environment while ensuring excellent customer service skills while putting patient care first.	NRW-07

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Company	Dept	Job Title	Shift/Days	Status	Qualifications	HPI Website ID
TPG	Optimal Health-Broadway	Lab Traffic Controller/Backup Courier	M-F, Days 2pm-6pm	Part Time	Part Time Lab Traffic Controller/Backup Courier needed for busy GYN/Wellness clinic and growing laboratory in OKC. Must have excellent verbal and written communication skills and be proficient in typing. Candidate must be able to work into the evening until clinic is completed. A valid driver's license, reliable transportation and a good driving record are required. High School graduate or equivalent required. Phlebotomy or laboratory accessioning experience preferred.	NRW-06
TPG	Optimal Health-Broadway	Front Desk	M-F, Days	Full Time	Full Time Front Desk team member needed for growing GYN office in North OKC. Responsibilities include checking patients in/out, collecting co-pays/balances, entering demographics, verifying insurance information, answering/routing patient calls and other office duties as assigned. Must be professional and friendly and able to work at a fast pace while providing excellent customer care. Medical and EHR experience preferred.	NRW-05
TPG	FP Family Physicians	Front Desk	M-F, Days	Part Time	Part Time Front Desk needed for busy multi-physician clinic in South OKC. Responsibilities include answering phones, scheduling appointments, checking patients in/out, verifying insurance, scanning and indexing to patient charts in EHR and other duties as assigned. Previous experience in a clinic setting preferred. EHR experience preferred but not required.	TPG-16

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Company	Dept	Job Title	Shift/Days	Status	Qualifications	HPI Website ID
TPG	Gilbert Medical Center	Medical Billing Specialist	M-F, Days	Full Time	<p>Full Time Medical Billing and Collections Specialist needed for busy multi-physician family practice clinic.</p> <p>Duties include charge entry, payment posting, answering patient inquiries and insurance follow up. Must have at least 3 years experience with medical billing and collections in a family practice setting and extensive knowledge of ICD-10 coding and billing requirements for commercial and government insurance plans.</p>	GMC-01
TPG	TPG Edmond	Radiologic Technologist	Mon & Wed 12pm-5pm & Thurs 8am-5pm	Part Time	<p>Part Time X-Ray Tech position available at a busy Orthopedic clinic in Edmond. Hours will be Monday &amp; Wednesday 12pm-5pm and Thursdays 8am-5pm. Must be ARRT registered and a graduate from a JRCERT accredited Radiologic Technology Program. Experience working in a high volume orthopedic clinic or x-ray department preferred.</p>	TPG-07
TPG	OSSO Broadway	Front Desk	M-F, Days	Full Time	<p>Front Desk Receptionist needed for high-volume orthopedic clinic in OKC. Position will be the first and/or last point of contact for patients in a fast paced environment with 14 providers and several rotating providers. Responsibilities include checking patients in/out, collecting co-pays/deductibles and balances and other duties as assigned. Must exhibit professionalism, critical thinking and organizational skills and offer positive solutions for our patients. Minimum of one year front desk experience in a clinical setting required with an excellent work history and professional references. EHR experience preferred.</p>	TPG-52