

**COMMUNITY HEALTH CONNECTIONS INC.**  
**JOB ANNOUNCEMENTS – February 7, 2012**  
**THE FOLLOWING ARE A GENERAL DESCRIPTION OF OPEN POSITIONS.**  
**PLEASE SEE HR FOR FULL JOB DESCRIPTION(S)**

**Patient Accts. Representative**                      **Posted:2/7/2012**                      **Replacement**                      **Pst # 5**

**PRIMARY LOCATION:** Fitchburg                      **Hiring Manager:** Lysa Arthur  
**CATEGORY:** Full Time  
**BENEFITED:** Yes  
**PAY GRADE:** 7A

**Supervision Received:** Reports to Patient Service Director

The Patient Accounts/Billing clerk is responsible for all billing, collections and data entry functions assigned by the Fitchburg Patient Services Director. The position is located in CHC's Fitchburg's Community Health Center Office.

**Essential Duties and Responsibilities:** Ensure all charges are processed completely and accurately within 48 hours of office visit. Submit electronic and paper claims on a rotating daily basis. Accurately post payment, and adjustments to patient accounts according to contractual agreements. Ensure all EOB's are processed and any denied claims are resubmitted accurately. Follow up on any reports through the electronic claims system. Send patient statements weekly, and follow up on past due accounts with collection calls. Reconcile co pay collections, with deposits. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards.

**Minimum Qualifications:** High school diploma or GED required. Associates or Bachelors Degree in Business preferred. Experience with use of various PC based software products, including but not limited to: word processing, spreadsheets and database programs such as MS Access. Experience with MassHealth, Medicare, 3rd party billing and collections required. Experience with NextGen software preferred. Knowledge of the Uncompensated Care pool, and other state funding helpful. CPT and ICD9 coding a must.

**Certified Medical Assistant/Medical Assistant**                      **Posted: 01/03/2012**                      **Replacement**                      **Pst# 1**

**PRIMARY LOCATION:** Gardner                      **Hiring Manager:** Heidi Williams  
**CATEGORY:** Full Time (non-exempt)  
**BENEFITED:** YES  
**PAY GRADE:** 5C

Under the general supervision of the Nurse Manager, the Medical Assistant provides assistance to the patients and providers to manage the flow of the clinic. **Essential Duties and Major responsibilities:** Prepares patients for visits with providers by performing and recording vital signs (including: blood pressure, temperature, pulse, respirations, weight, and other procedures as needed). Assists in routine physical examinations by preparing the patient, the equipment, and supplies, and assisting the provider as needed. Assists in preparing patients for routine diagnostic procedures (i.e. urine specimens) and performing selected screening tests (including: urine dipsticks, urine hCG, and rapid strep throat cultures). Assists in preparing routine diagnostic request forms. Books patients for tests and appointments with outside facilities and/or specialists. Work is of medium demand, walking and standing. Occasional lifting of patients with assistance, reaching, handling and fingering of instruments and equipment and caring of patient needs. Hearing to distinguish difference in heartbeat and breathing of patients and to hear instructions. Near visual acuity to read gauges and dials on equipment. Color vision for perceiving changes in patient's skin color or color of solutions. Able to lift 40 lbs. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Performs other job related duties as required or assigned.

**Minimum Qualifications:** High School Diploma or GED required, Associate Degree in Medical Office Assistant or equivalent preferred. Certified as a Medical Assistant from an accredited program. Previous experience preferred. Bilingual in Spanish and/or Hmong preferred. Work experience similar to a medical office environment. Computer skills for accurate data entry. Knowledge of basic medical terminology. AHA BLS Health Care Provider certification or equivalent. Demonstrated interpersonal relationship skills. Demonstrated written and verbal communication skills in English. Demonstrated ability to work in a fast paced medical office environment.

**Dental Assistant**                      **Posted: 11/1/2011**                      **Replacement**                      **Pst# 63**

**PRIMARY LOCATION:** Fitchburg                      **Hiring Manager:** Kristin Scott  
**CATEGORY:** Full-Time (40 hrs) (non-exempt)  
**BENEFITED:** Yes  
**Pay Grade:** 5C

**Supervision Received:** Reports to Dental Assistant Supervisor

**Essential Duties Major responsibilities:** Prepare patient for dental treatment. Take blood pressure and pulse as required. Maintain dental instruments, materials and medications in the quantities to be used for general and specialized scheduled treatment. Keep oral operating areas clear during dental procedures. Prepare restorative materials and dental cements. Sterilize instruments using autoclaves or chemical disinfectants. Keep an inventory of materials issued and order supplies. Perform routine maintenance described as follows: lubricate equipment, sharpen dental hand instruments, replace expendable parts, and clean operatories. Help patients with appointments, payments etc. when required. Take, develop and mount x-rays. Monitor radiation levels for occupation and safety hazards. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Prepare work to be sent to dental laboratories. Provide other job related duties as assigned. **Minimum Qualifications:** High school diploma required. Additional training that leads to a basic knowledge of dental terminology and dental service procedures preferred. One years experience in a general office preferred. CPR Certified. Proficient reading, writing, and speaking in English. Work experience similar to a medical

office environment. Demonstrated interpersonal relationship skills. Demonstrated ability to work in a fast paced, physically demanding office environment. Knowledge of infection disease control, being able to take impression, up keep of treatment rooms, set up and break down treatment room, excellent communication skills. Guide patient from waiting room to treatment room and vice-versa. For this position knowledge of performing for handed assisting preferred.

**Security Guards-3 Positions** Posted : 10/18/2011 New (Pst# 60) & (Pst#61) & (Pst#62)

PRIMARY LOCATION: Fitchburg Hiring Manager: Pierre Primeau  
CATEGORY: Temporary Part Time (non-exempt)

BENEFITED: No  
PAY GRADE: TBD

**HOLD**

Posting #60 – Hours: weekends Sat-Sun 7am – 3pm  
Posting #61 – Hours: weekends Sat-Sun 3pm – 11pm  
Posting #62 – Hours: Sat-Sun 11pm – 7am

Min 2 yrs. College degree (Criminal Justice or Security Management preferred). Min 1 yrs previous experience in hospital or campus security, law enforcement, military police training or correctional officer training. Valid and unencumbered Massachusetts driver's license, MOAB certified preferred, must be within 2 months of employment. IAHS basic certification preferred, must be within 3 months of employment. Should position become permanent candidate must become IAHS Advanced certified.

**Security Guards-2 Positions** Posted : 10/18/2011 New (Pst# 58) & (Pst#59)

PRIMARY LOCATION: Fitchburg Hiring Manager: Pierre Primeau  
CATEGORY: Temporary Full Time (non-exempt)

BENEFITED: No  
PAY GRADE: TBD

**HOLD**

Posting #58 – Hours: weekdays M-F 3pm – 11pm  
Posting #59 – Hours: weekdays M-F 11pm – 7am

Min 2 yrs. College degree (Criminal Justice or Security Management preferred). Min 1 yrs previous experience in hospital or campus security, law enforcement, military police training or correctional officer training. Valid and unencumbered Massachusetts driver's license, MOAB certified preferred, must be within 2 months of employment. IAHS basic certification preferred, must be within 3 months of employment. Should position become permanent candidate must become IAHS Advanced certified.

**Physician** Posted: 3/22/2011 New Pst #12

PRIMARY LOCATION: Gardner Hiring Manager: Dr. Eddy  
CATEGORY: Full Time (exempt)  
BENEFITED: Yes  
PAY GRADE: TBD

**Supervision Received:** Reports to the Executive Director and Medical Director

Under the direction of the Medical Director, provides comprehensive and continuous primary care to a panel of patients, including providing inpatient, prenatal and obstetrical care.

**Essential Duties Major responsibilities:** Provides primary care services to individuals and families across the lifespan, including obstetrical care with appropriate participation in night and weekend coverage. Practices within the collaborative model with nurse practitioners and clinical psychologists. Provides and manages direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population. Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions. Refers patients to specialists and to relevant patient care components as appropriate. Directs and coordinates the patient care activities of nursing and support staff as required. Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards. As appropriate to the position, participates in specified health promotion, education and/or prevention programs. Ability to observe, assess, and record symptoms, reactions, and progress. Knowledge of legal and ethical standards for the delivery of medical care. Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage. Ability to maintain quality, safety, and/or infection control standards. Ability to develop and present educational programs and/or workshops. Knowledge of community medical diagnostic and patient care services in area of medical expertise. Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise. Effective verbal and written communication skills. Ability to supervise, advise, and train clinical professionals and/or students in area of expertise. Ability to work both independently and in a team. Demonstrates understanding and commitment of dual mission of the health center. Demonstrates understanding and commitment to the established CHC Values and Standards. Other job-related duties as assigned.

**Minimum Qualifications:** Medical Degree (MD or DO). Board certification/eligibility in Family Practice. Current licensure by the Massachusetts Board of Registration in Medicine. Current DBA and Massachusetts Controlled Substance licensure for prescriptive authority. Eligible for unrestricted health center and hospital privileges at facilities utilized by the health center.

Community Health Connections, Inc.

275 Nichols Road, Fitchburg, MA 01420 attn: HR Dept. or email to [hr@chcfhc.org](mailto:hr@chcfhc.org).

Community Health Connections, Inc. is an Equal Opportunity Employer.