

Current HealthPoint Openings As of 2/6/2012
HealthPoint Medical Group facilities are all Tobacco Free campuses

Title / Pay Grade		General Requirements	Locations Available	Special Requirements for location	Posting Date	Requisition Number
ARNP/PA Exempt 235	The ARNP for surgical services provides coordination and clinical services across the continuum of care for surgical patients. This position operates under physician directed protocols for all physician extender duties. These protocols are on file with the Medical Staff Services office. ALL FEDERAL AND STATE OF FLORIDA REGULATIONS PERTAINING TO ADVANCED REGISTERED NURSE PRACTITIONERS/PHYSICIAN ASSISTANT SUPERCEDE THE CONTENT OF THIS JOB DESCRIPTION. Full time equivalency equates to a minimum of 36 hours per week for patient care.	*State of Florida licensure to practice as an ARNP/PA. *Preferred- National certification *Required- Masters Degree in Nursing For ARNP *Preferred- Surgery Training. *Required- 2+ years experience working in a hospital setting with surgical patients. *Preferred- 5+ years experience as a surgical ARNP/PA in a hospital setting.	General & Trauma Surgery	M-F Full Time	8/11/2011	478
			Pediatric Surgery	M-F Full Time	10/27/2011	505
Business Services Coordinator Non-Exempt 222	Audits incoming site batches for payment balancing, revenue capture, accuracy and completeness. Audits, develops and maintains internal control logs, and batch balancing logs. Maintains the CBO policies and procedure manuals. Assists with special projects.	High school graduate or equivalent. Prefer- some college in business/healthcare field. Required- 2+ years medical billing exp.	Central Administrative Offices	M-F Full Time	10/10/2011	500
Clinical Applications Analyst Exempt 229	Participates in analyzing current and future design of clinical applications and processes. Overall responsibility for clinical application support, testing, documentation, development, data collection and analysis, organization of upgrades/implementations, and the maintenance of clinical applications. Collaborates with management teams, physicians, providers, and support staff to develop application processes and design recommendations. Works closely with physicians and clinical staff to evaluate current workflows and design changes necessary to improve the efficiency of clinical processes.	Required- Clinical exp. Preferred- Registered Nurse Licensure Required- High School diploma Prefer- Bachelor's degree in information systems, business or healthcare. Required- 5+ years solid functional experience with an advanced knowledge of clinical applications, specifically Electronic Medical Records (EMR) systems. Prefer- experience with McKesson Practice Partner EMR and GE/Centricity Group Management in a multi-specialty physician group.	Eisenhower Blvd Central Administrative Offices	M-F Full Time	11/17/2011	463

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Front Office Supervisor Exempt 611	Responsible for the work assignment and management of personnel in the front office of the practice. Supervision includes but is not limited to scheduling and general supervision of all front office activities including patient appointments, conferences, meetings, seminars, insurance billing, assisting with the daily deposit, and patient flow. Trains and evaluates front end staff; maintains professional office atmosphere.	High school graduate with business related courses. Prefer- Associates degree or higher in Healthcare field. Required- 5+ years exp. in physician's office or medical setting. Prefer- supervisory exp. with exposure to managing office efficiency and work flow of staff. Exp. with physician practice computer systems.	Van Dyke Specialty	M-F Full Time	11/9/2011	516
			Virginia Ave. Pediatrics	M-F Full Time	1/20/2012	540
LPN-Clinical Specialist Non- Exempt 227	Assist physicians with patient examination, procedures and treatment. Responsible for patient histories, routine lab procedures and preparation of specimens for transport to the lab. Create and maintain patient charts. Coordinates all surgery, testing, pre-ops for new & established patients. Initiates referrals and verifies authorizations. Tracks lab work and follow-ups on abnormal test results. Works in the front and back office as needed.	Required- Current LPN license High School graduate or equivalent. Prefer- Associates degree or higher Required- 2+ years exp. with LPN state licensure	Cardiology-Main	M-F Full Time	1/24/2012	543
Medical Assistant I, II or III Non-Exempt 221	Assists the physicians with patient examination, procedures and treatment. Answers phone, files and pulls charts.	* High school graduate or equivalent is required. * Graduate from a Medical Assistant Program required with 2+ yrs. experience. * All Medical Assistants must pass core competency test. * MA level and pay are based on level of experience and expertise.	South Tampa Adult	M-F Full Time M-F Part Time	11/17/2011 2/1/2012	517 549
			Westchase Adult	M-F Full Time	1/5/2012	536
			Virginia Ave. Pediatrics	M-F Full Time	1/2/2012	522
			Pediatric Hematology-Oncology	M-F Full Time	12/20/2011	527
			St. Joseph's Community Care	M-F Full Time	1/30/2012	547
			Van Dyke Adult	M-F Full Time	1/11/2012	538

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Medical Assistant III Non-Exempt 224	Assist physicians with patient examination, procedures and treatment. Responsible for patient histories, routine lab procedures and preparation of specimens for transport to the lab. Obtain clinical, financial and demographic information. Enter charges and payments into computer; inform patients of account balance; prepare receipts. Answer/route faxes and telephone calls; schedule and confirm appointments. Create and maintain patient charts. File charts and reports.	* Required-LPN licensure. *High school graduate or equivalent. * Required-Less than 2 years exp. LPN state licensure (licensure must be required and utilized by site)	South Tampa Adult	25 hours a week part-time varying schedule	10/12/2011	503
			Orthopedic Surgery BMO Required Bilingual Preferred	M-F Full Time	2/6/2012	545
Medical Receptionist I, II Non-Exempt 221	Greets patients. Obtains clinical, financial and demographic information. Enters charges and payments into computer, informs patients of account balance, prepares receipts, and works in back office as needed. Answers/routes telephone calls. Schedules and confirms appointments. Processes incoming/outgoing mail. Files charts and reports. Creates and maintains patient charts.	*High School graduate or equivalent. *Prefer- Medical terminology training * Required- 2+ years of medical front office exp.	Walden Lake Adult	M-F Full Time	1/20/2012	537
			Virginia Pediatrics	M-F Full Time	2/2/2012	550
			Orthopedic Surgery Bilingual Preferred	Part Time Wed 8-5 Fri 8-4 rotating half day per schedule	1/9/2012	534
Practice Development Manager Exempt 620	Responsible for the promotion, image, brand awareness and support of volume building initiatives for the organization. Manages the day-to-day operation of the Practice Development team as well as long-range strategic planning. Responsible for service development initiatives, advertising and promotion, web site development and marketing.	Required- Bachelor's degree in marketing, mass communication or related field. Prefer-Master's degree or MBA in related field Required- 5+ years in marketing plus 2 years in a management role Prefer- experience in medical marketing	Central Administrative Offices	M-F Full Time	8/29/2011	482

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PSA-Clinical Non-Exempt 225	Responsibility is to support Medical Group EMR site operations as a liaison between practices and the Central Office; Primarily to assist with the Pre-load at sites just prior to live dates and after their go-live. Fulfills responsibilities at sites for leave or due to vacancy. May include any or all of Medical Assisting and requires moving from office to office as demand dictates. Assist physicians with patient examination, procedures and treatment and documentation in EMR. Responsible for patient histories, routine lab procedures and preparation of specimens for transport to the lab. Obtain clinical, financial and demographic information. Answer/route faxes and telephone calls; schedule and confirm appointments. Create and maintain patient EMR.	Required- MA certification or equivalent exp. OR LPN licensure. High School graduate or equivalent. Required- 5+ years MA exp. OR Less than 1 year exp. with LPN state licensure Supervisory exp. and front and back office experience	Various Locations	M-F Full Time	1/30/2012	546
Referral Specialist Non Exempt 222	Responsible for processing referrals to specialist; providing instructions for special procedures, and notifying specialists and patients of completed referrals. Should be able to perform other office clerical activities as required.	High school graduate or equivalent. Required- 1+ years of experience in physician or medical clinic office setting. Prefer- Experience with referral procedures in managed care plans.	St. Joseph's Community Care Bilingual Required	M-F Full Time 8:30 a.m. -5:30 p.m may vary	1/20/2012	542
Ultrasound Technologist Non Exempt 232	Performs diagnostic sonographic procedures. Responsible for all duties related to imaging, patient care, RIS data management, file room, general clerical, provides assistance, housekeeping duties and patient transportation.	Required: ARDMS/RDMS and ARDMS/1 CERT Licensure: Required: ARDMS Required: Ultrasound Tech or Associate's degree in Ultrasound Experience: Required: 1 year ultrasound technology Preferred: Previous vein center experience – Vascular Ultrasound	Cardiac, Vascular & Thoracic Surgery	M-F Full Time	1/24/2012	544