

# TAMARACK MANAGEMENT, INC.

## JOB POSTING – July 29, 2010

Human Resources Fax # (406) 329-7382

An Internal Position Application must be completed to apply for open positions.  
Applications available on the TMI Intranet or call Human Resources

POSITION	LOCATION	HOURS/SHIFT	BASIC POSITION INFORMATION
<b>Appt/Registration</b>	BB and Now Care Mall	Full time, M-F 30 hour/wk 8:30 am – 2:30 pm	Assists with patient registration and appointment scheduling in physician offices. Requires excellent customer service and computer skills. Medical terminology and previous medical office experience preferred.
<b>Administrative Assistant</b>	BB 2 <sup>nd</sup> – Administration	Part time, M, Tu, Th, F: 12:00 – 2:00 Wed: 12:30 – 5:00	Part-time (12.5 hrs/wk), mid-day M – F position for experienced Administrative Assistant in TMI executive offices. Must be reliable, organized and skilled in Microsoft Office. Duties include arrangement of meetings, answering phone, filing, correspondence, minutes, etc. Must be able to communicate effectively and in a courteous manner with physicians, staff, and patients. Ability to multi-task a must.
<b>Appt/Registration</b>	BB – 6 <sup>th</sup>	Full time, M-F 9:30 am – 6:30 pm	Assists with patient registration and appointment scheduling in physician offices. Requires excellent customer service and computer skills. Medical terminology and previous medical office experience preferred.
<b>Doctor's Assistant</b>	BB 4 <sup>th</sup> – Allergy/ Immunology	Full time, M-F 8:30 am – 5:30 pm	This position will assist physician in the delivery of high quality patient care and service. High quality clinical skills and a strong desire to learn is a must. They will work as a member of a multi-disciplinary team and provides a positive example to all. Ensure that the physician/practitioners practices functions smoothly and efficiently while keeping the patient's well being paramount. The individual represents not only themselves but the providers, other patient care staff, WMC and TMI and will conduct themselves in a friendly, courteous, and professional manner. Must possess a current Montana State LPN or CMA license. Prior medical office experience preferred but will train the right candidate. Must have the ability to prioritize multiple tasks and handle a high number of interactions. Communicates clearly with proper grammar, spelling and spoken language. Ability to follow directions and deal with diverse patient and family interactions.
<b>Doctor's Assistant</b>	CMC – Peds	Part time, Mon, Tues, Fri, 24 hours/week, 8:00 am – 5:30 pm	This position will assist physician in the delivery of high quality patient care and service. High quality clinical skills and a strong desire to learn is a must. They will work as a member of a multi-disciplinary team and provides a positive example to all. Ensure that the physician/practitioners practices functions smoothly and efficiently while keeping the patient's well being paramount. The individual represents not only themselves but the providers, other patient care staff, WMC and TMI and will conduct themselves in a friendly, courteous, and professional manner. Must possess a current Montana State LPN or CMA license. Prior medical office experience preferred but will train the right candidate. Must have the ability to prioritize multiple tasks and handle a high number of interactions. Communicates clearly with proper grammar, spelling and spoken language. Ability to follow directions and deal with diverse patient and family interactions.
<b>Doctor's Assistant</b>	BB 5 <sup>th</sup> – Dermatology	Full time, M-F 8:00 am – 5:00 pm	This position will assist physician in the delivery of high quality patient care and service. High quality clinical skills and a strong desire to learn is a must. They will work as a member of a multi-disciplinary team and provides a positive example to all. Ensure that the physician/practitioners practices functions smoothly and efficiently while keeping the patient's well being paramount. The individual represents not only themselves but the providers, other patient care staff, WMC and TMI and will conduct themselves in a friendly, courteous, and professional manner. Must possess a current Montana State LPN or CMA license. Prior medical office experience preferred but will train the right candidate. Must have the ability to prioritize multiple tasks and handle a high number of interactions. Communicates clearly with proper grammar, spelling and spoken language. Ability to follow directions and deal with diverse patient and family interactions.

*Current employees interested in submitting applications for a position listed above must complete an Internal Position Application.*

*The employee must have been performing satisfactorily in their current position at least 6 months, which may include the 6 month probation/ training period in a new position or as a new hire.*

*Bid period for all posted positions is for the duration of the posting, ending when an offer is extended and accepted, with a projected start date.*

*On occasion, the company may not post certain jobs due to operational &/or developmental consideration. Such situations must be approved by Human Resources.*

*Positions that are open for six (6) months will be reevaluated to determine the needs of the position and the recruiting efforts in filling the position.*

*Tamarack Management, Inc. does not discriminate on the basis of race, creed, religion, national or ethnic origin, color, sex, age, Veteran Status, physical or mental disability, marriage status, sexual orientation or gender identity.*

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<b>Insurance Representative</b>	CBO	Full time, M-F 8:30 am – 5:30 pm	Handles collections on patient accounts. Requires excellent customer service, telephone skills, computer experience. Previous collected experience required; insurance billing and medical terminology preferred.
<b>Physician Assistant or Nurse Practitioner</b>	WMC - Now Care Mall	Part-time, variable, weekends 9:00-6:00 11:00-5:00	Seeking Physician Assistant or Nurse Practitioner to work in conjunction with physicians at our busy urgent care facility (Now Care) in Southgate Mall. MT License required. Must be able to function both independently and as a clinical team member.
<b>Software Applications Trainer</b>	South Building	Full time, M-F	High-level applications trainer for staff and physicians within Tamarack Management, Inc. and Western Montana Clinic. 2 yrs. exper.; strong customer service skills; demonstrated ability to work effectively and communicate well with individuals and groups in training setting; ability to work in busy environment.

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