

Private Physician Practice Employment Opportunities

The private physician practices consist of over 450 individual physicians that are members of the Northwestern Memorial Hospital medical staff. The private physician practices are located in approximately 160 private practices and provide quality health care services in all medical specialties including Internal Medicine, Obstetrics and Gynecology, Pediatrics, Surgery, Dermatology and other specialties. For further information about employment opportunities, please contact the office(s) directly. If you are selected for an interview by a private physician practice, you will be contacted by the office of the hiring physician.

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|---|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input checked="" type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 233 E. Erie St., #500, Chicago, IL, 60611

***Department/Specialty:** Cardiology.

***Job essential functions/responsibilities:** Performs EKGs as directed by the physician. Escorts patients to exam rooms, checks patients' vital signs and preps patients to be seen by the physician. Assists physician during treatment, examination and patient testing. Assists patients with scheduling appointments, diagnostic testing and follow-up appointments. Pulls and files patient records, while maintaining patient confidentiality at all times. Clean and stock exam.rooms

***Required Certifications/Licenses:** AAMA or AMT certification desired.

***Education Requirement:** Completion from an accredited Medical Assisting program; High School Diploma or equivalent.

***Other Comments:** Experience preferred. Working knowledge of medical terminology.

References are required upon request.

To learn more about this position or submit your resume, please contact:

*Name: Wanda Navarro

*Phone: 312-787-9332

*Fax: 312-787-9363

*E-mail: cardiacwellness01@yahoo.com

Date Posted: 01/10/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|---|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Billing Specialist |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** North Lake Shore Drive, Suite 924, Chicago, IL, 60611

***Department/Specialty:** Orthopaedic Surgery

***Job essential functions/responsibilities:** Follows up on rejected claims and overdue insurance balances using Explanation of Benefits forms and reports in order to collect on patient accounts in a timely manner and maintain AR within MGMA benchmarks. Builds and maintains relationships with specified payors and patients

***Required Certifications/Licenses:** Coding Certification is mandatory

***Education Requirement:** High School Diploma

***Other Comments:** References are required upon request.

***Name:** Dianne M Shanabruch
***Phone:** 312-475-5646
***Fax:** 866-595-5987
***E-mail:** dshanabruch@noiortho.com

Date Posted: 6/22/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Integrative Internal Medicine Physician |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 680 Raby Institute for Integrative Medicine. 500 N. Michigan Avenue, Suite 450. Chicago, IL 60611

***Job essential functions/responsibilities:** We are looking for an Integrative Internal Medicine physician to join the practice full time. This unique opportunity to get involved on the ground floor with our growing practice will allow you to work collaboratively with a multi-disciplinary team of professionals not only addressing the treatment of disease, but focusing on the healing process, prevention of illness, and optimal wellness of patients. This position would focus on adult patient's age 18+.

This position includes a competitive salary, mentor/training opportunities, excellent benefits and is located in a highly desirable location on beautiful Michigan Avenue in downtown Chicago.

***Required Certifications/Licenses:** Internal Medicine, MD licensed to practice in the state of IL and board certified. Strong passion for and experience with integrative/functional medicine.

***Other Comments:** Please email or call today for more information or visit our website at rabyinstitute.com for an overview of the practice.

References are required upon request.

***Name:** John Ruhl – Practice Administrator

***Phone:** 312-276-1212

***Fax:** 312-276-1213

***E-mail:** jruhl@rabyinstitute.com

Date Posted: 8/24/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Registrar |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 2501 Compass Rd Suite 125, Glenview, IL 60026

***Department/Specialty:** Orthopaedic Surgery

***Job essential functions/responsibilities:** Performs pre-registration, updates patient account information, verification of patient insurance eligibility, pre-certifications for PT and OT for Glenview office, checks patients in/out, schedules appointments, handles phone calls, collects co-pays/account balances.

***Required Certifications/Licenses:** N/A.

***Education Requirement:** High School Diploma

***Other Comments:** Previous MD office experience preferred. Knowledge of Medical Insurance and medical terminology preferred.

References are required upon request.

***Name:** Elizabeth Kroncke

***Phone:** 312-475-5572

***Fax:** 866-595-5987

***E-mail:** ekroncke@noiortho.com

Date Posted: 9/1/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input checked="" type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: Registrar |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 680 North Lake Shore Drive, Suite924, Chicago, IL, 60611

***Department/Specialty:** Orthopaedic Surgery

***Job essential functions/responsibilities:** Ensures patients are greeted, sign in and complete appropriate forms/registration. Keeps the reception area and patient bathrooms tidy and replenishes supplies as needed. Performs miscellaneous administrative duties.

***Required Certifications/Licenses:** N/A.

***Education Requirement:** High School Diploma or GED

***Other Comments:** Physician Practice Management experience preferred

References are required upon request.

***Name:** Elizabeth Kroncke

***Phone:** 312-475-5572

***Fax:** 866-595-5987

***E-mail:** ekroncke@noiortho.com

Date Posted: 9/7/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|---|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Billing Specialist |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 680 North Lake Shore Drive, Suite924, Chicago, IL, 60611

***Department/Specialty:** Orthopaedic Surgery

***Job essential functions/responsibilities:** Follows up on rejected claims, overdue insurance balances and patient accounts using Explanation of Benefits forms and reports. Builds and maintains relationships with specified payors and patients. Ensures all insurance and patient payments are posted quickly and accurately. Update patient's demographics, when needed. Explain charges, payments and /or adjustments to physicians, patients and others in the office. Works with physicians to enhance coding that will improve reimbursement.

***Required Certifications/Licenses:** Coding Certification required.

***Education Requirement:** High school diploma. Comprehensive knowledge of ICD-9, CPT and HCPC's coding. Comprehensive knowledge of medical terminology. Bachelor Degree preferred.

***Other Comments:** Minimum > 3 years of physician billing experience. Extensive experience with medical collections processes that generate results.

References are required upon request.

***Name:** Elizabeth Kroncke

***Phone:** 312-475-5572

***Fax:** 866-595-5987

***E-mail:** ekroncke@noiortho.com

Date Posted: 9/7/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Billing Clerk |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 680 North Lake Shore Drive, Suite924, Chicago, IL, 60611

***Department/Specialty:** Orthopaedic Surgery

***Job essential functions/responsibilities:** Follows up on rejected claims, overdue insurance balances and patient accounts using Explanation of Benefits forms and reports. Builds and maintains relationships with specified payors and patients. Ensures all insurance and patient payments are posted quickly and accurately. Update patient's demographics, when needed. Explain charges, payments and /or adjustments to physicians, patients and others in the office. Works with physicians to enhance coding that will improve reimbursement.

***Required Certifications/Licenses:** Coding Certification required.

***Education Requirement:** Some college preferred. Coding Certification preferred. Comprehensive knowledge of ICD-9, CPT and HCPC coding mandatory.

***Other Comments:** > 3 years of physician coding and billing experience. Preferred > 5 years of physician coding and billing experience
References are required upon request.

***Name:** Elizabeth Kroncke

***Phone:** 312-475-5572

***Fax:** 866-595-5987

***E-mail:** eKroncke@noiortho.com

Date Posted: 9/7/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Medical Assistant |

***Scheduled Hours/week:** Full-time Part-time (moving to full time within 3-4 months)

***Office Location:** Raby Institute for Integrative Medicine – Northwestern

***Job essential functions/responsibilities:** This position assists physicians with patient care during office visits and procedures. Examples of duties performed include drawing blood, administering injections and performing EKG's and Dexa Scans. This position also escorts patients to exam rooms, checks patient's vital signs and preps patients to be seen by the physician. In addition, the medical assistant assists patients with scheduling appointments, calling back and explaining lab results and diagnostic testing. A high level of customer service is required. This position performs other duties as directed and will also be trained on all front office roles.

***Education Requirement** Certification as a Medical Assistant. High school diploma
Computer skills – ability to work within an Electronic Medical Record
Minimum of three years work experience

***Other Comments:** Applicants should be familiar and have a high interest in working in an integrative medical environment with a focus on functional medicine.

***Name:** John Ruhl

***Phone:** 312-276-1212

***Fax:**

***E-mail:** jruhl@rabyinstitute.com

Date Posted: 9/28/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Medical Assistant |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** Raby Institute for Integrative Medicine – Northwestern. 500 N. Michigan Avenue, Suite 450

***Job essential functions/responsibilities:** The Nurse Practitioner is accountable for assessment, planning and evaluation of patients. Directs patient care provided by support personal and works closely with practice physician(s). Communicates directly with patient/family regarding patient's care. Works in an integrative environment and considers all elements of the patient's life to provide safe, quality care.

Required Certifications/Licenses:

Nurse Practitioner with current Illinois License and additional certifications.

***Education Requirement** RN/Nurse Practitioner degree/certifications from an accredited school.

***Other Comments:** Applicants should be familiar and have a high interest in working in an integrative medical environment with a focus on functional medicine.

To learn more about this position or submit your resume, please contact:

***Name:** John Ruhl

***Phone:** 312-276-1212

***Fax:** 312-276-1213

***E-mail:** jruhl@rabyinstitute.com

Date Posted: 10/12/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input checked="" type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: Medical Assistant |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 101 Waukegan Road, Suite 1200, Lake Bluff

***Department/Specialty:** Front desk receptionist / internal medicine practice.

***Job essential functions/responsibilities:** Check in/out, phones, paperwork.

Required Certifications/Licenses:

N/A

***Education Requirement** Previous experience required,

***Other Comments:** References are required upon request.

To learn more about this position or submit your resume, please contact:

- ***Name:** Erin Levi
- ***Phone:** 847-295-8500
- ***Fax:** 847-295-8501
- ***E-mail:** elevi@nsmallc.com

Date Posted: 10/25/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input checked="" type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: Medical Assistant |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 680 N Lake Shore Dr, Ste 117

***Department/Specialty:** Gynecologic Specialists of Northwestern, S. C.

***Job essential functions/responsibilities:** Screens and responds to patient phone calls, directing to Physician as needed. Furnishes medical advice per approved protocols. Schedules urgent visits as appropriate. Initiates appropriate follow up. Processes medication refills. Provides patient education. Notifies patients of clinical lab test results. Performs in-office diagnostic testing.

Required Certifications/Licenses: Illinois licensed RN.

***Education Requirement:** Completion of an accredited Nursing program.

***Other Comments:** Part Time candidates will be considered.

References are required upon request.

To learn more about this position or submit your resume, please contact:

***Name:** Jeff Rekett

***Phone:**

***Fax:**

***E-mail:** admin@obgynsnw.com

Date Posted: 11/5/2011

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input checked="" type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: Medical Assistant |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 680 N Lake Shore Dr, Ste 117

***Department/Specialty:** Gynecologic Specialists of Northwestern, S. C.

***Job essential functions/responsibilities:** Answer practice telephone lines, schedule patient appointments, prepare patient charts, greet and register patients, complete patient billing slips, order and stock office supplies, maintain physician schedules and file medical records. Monitor and respond to online patient communications and requests.

Requires strong organizational, computer and customer service skills.

***Required Certifications/Licenses:** N/A.

***Education Requirement:** High School diploma or equivalent.

***Other Comments:** Prior experience with Misys software preferred.

References are required upon request.

To learn more about this position or submit your resume, please contact:

***Name:** Jeff Rekett

***Phone:**

***Fax:**

***E-mail:** jobapplicants@obgynsnw.com

Date Posted: 1/30/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input checked="" type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: Medical Assistant |

***Scheduled Hours/week:** Full-time Part-time

***Department/Specialty:** OB – GYNE

***Job essential functions/responsibilities:** Telephone Triage: Ability to handle emergency phone calls and direct patient care immediately with MD assistance. Ability to handle non-emergency routine medical phone calls and give medical advice and information, as well as identify which patients need to be seen by or speak with MD. Assist in scheduling inductions and cesarean sections along with maintaining induction board. Knowledge of process for coordinating surgical procedures at the hospital as well as outpatient procedures. Communicates with business office for precertification. Full and complete knowledge of Medical Assistant job responsibilities and ability to fill in on as-needed basis. Must be HIPAA compliant and maintain all HIPAA privacy practices at all times. Maintain post-partum follow-up book. Maintain surgery follow-up book. Assist in call back of normal and abnormal labs. Back-up Medical Assistants at lunchtime or whenever floor is busy and in need of additional assistance. Update nurse calls for nurses voice mail line every hour and return non-urgent calls within 2 to 3 hours. Follow-up on calls from the weekend and previous night. Check answering service list of calls each morning with an MD. Familiar with injections for all patient types (i.e. ectopic pregnancies, etc.), and methotrexate protocol. Complete special projects designated by MD. Be familiar with emergency bell system and location of emergency kit in order to be able to respond immediately. Must report all patient complaints to Office Manager. Mandatory attendance at team and staff meetings. Maintains all pharmacy requests once approved by MD or NP, and patients that are overdue for an appointment are contacted.

***Required Certifications/Licenses:** Current nursing license. Current CPR training.

***Education Requirement:** High School diploma. Formal training at a recognized school of nursing required. References are required upon request.

***Name:** Jablana Milosavljevic

***Phone:** 312-440-3810

***Fax:** 1866-737-9597

***E-mail:** Jablanam@womenobgyn.net

Date Posted: 2/15/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input checked="" type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: |

***Scheduled Hours/week:** 40hrs Full-time Part-time

***Office Location:** 680 N Lake Shore Dr, Ste 117

***Department/Specialty:** Gynecologic Specialists of Northwestern, S. C.

***Job essential functions/responsibilities:** This position will be responsible for enabling the delivery of a high standard of customer satisfaction to our patients by directing staff in daily activities, troubleshooting issues as they arise, and ensuring compliance with practice policies and protocols. This position will have additional responsibility for certain corporate administrative tasks.

***Required Certifications/Licenses:** N/A.

***Education Requirement:** Bachelor's Degree.

***Other Comments:** Minimum of 5 years experience working in a physician's office or outpatient hospital setting is required as well as familiarity with all facets of Medical Office functionality. References are required upon request.

To learn more about this position or submit your resume, please contact:

***Name:** Jeff Rekett

***Phone:**

***Fax:**

***E-mail:** jobapplicants@obgynsnw.com

Date Posted: 2/15/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|---|
| <input type="checkbox"/> Office Manager | <input checked="" type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: |

***Scheduled Hours/week:** 40 Full-time Part-time

***Office Location:** Loop

***Department/Specialty:** OB/GYN

***Job essential functions/responsibilities:** A highly respectable and long running private Obstetrics & Gynecology practice located in the loop is in search of an experienced and qualified medical assistant – team leader to join our winning team. Our private practice is dedicated to providing the best possible care to women. This fast pace, high volume practice requires flexibility and the ability to work well with all members of our team to insure the highest level of patient care. We offer a competitive salary and benefit package. The position is a Monday-Friday day shift position. **Requirements,** High School Diploma or Equivalent. Medical Assistant degree/certification. Knowledgeable with OB/GYN medical terminology. At least 3 years of Obstetrics & Gynecology experience. CPR certification. Previous experience required with patient vitals (blood pressure, weight, etc.). Previous phlebotomy experience required. Excellent customer service skills. Attention to detail. Strong work ethic. Teamwork oriented. Must be able to multitask. **Special Requirements,** Previous management experience preferred. Able to delegate duties to medical assistants. Strong Microsoft Office (Excel and Word) and computer skills required. Ability to work effectively with Practice Administrator and Physicians. Certification by the American Association of Medical Assistants or American Registry of Medical Assistants would be desired. **Duties and Responsibilities,** Act as the medical assistant team lead. Responsible for leading the other medical assistants. Performs clerical functions related to the team lead position (orders and maintains inventory and supplies, medical assistant schedules, maintains medical equipment. etc.). Provides care to patients associated with Obstetrics & Gynecology care. Obtains and records vital signs and collects patient specimens. Prepares treatment rooms for patient examination. Records and reports patient information. Retrieves laboratory test results. Related duties and other tasks as assigned. **Required Certifications/Licenses:** Medical Assistant degree/certification.

To learn more about this position or submit your resume, please contact:

*Name: Eric Pertzborn

*Phone: (312) 726-3917 – No phone calls please

*Fax: 312-726-0474

*E-mail: ejpertz@chicagoobgyn.com

Date Posted: 3/6/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input checked="" type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: |

***Scheduled Hours/week:** 40 Full-time Part-time

***Office Location:** Loop

***Department/Specialty:** OB/GYN

***Job essential functions/responsibilities:** A medical secretary is sought by one of the most respected and well-established OB/GYN private practices in Chicago's Loop. We are dedicated to providing women of all ages with comprehensive and compassionate medical care. Therefore, this individual will need experience/knowledge as well as exceptional interpersonal skills. This position is full-time, Monday-Friday, day shift with occasional early evening hours. A competitive salary and benefits package is offered. Working as part of a team with physicians, medical assistants, technicians, medical records and business office staff is vital. Requirements, High School Diploma or equivalent. At least 3 years experience working as a medical secretary. Strong Microsoft Office (Excel and Word) and computer skills required. Knowledge of general medical terminology. Knowledge of OB/GYN terminology. Customer service-oriented approach to patient interactions. Ability to communicate appropriately and articulately with physicians, staff, and patients. Professional attitude and ability to contribute positively in a team-oriented work environment. Strong work ethic and self-motivated learning needed to thrive a busy medical office. Flexibility and multitasking in a fast-paced healthcare setting. Preferred Requirements, 3 years experience working in an OB/GYN setting. Associate's degree, or Bachelor's degree. Experience with insurance verification and precertification. Able to type at least 55 wpm and operate basic office equipment. Duties and Responsibilities, Assist patients with communicating messages to their physician, appointments, prescriptions, and coordinating care and referrals. Assist physicians in a busy private practice by maintaining schedules, communicating information and test results to patients, and performing other logistical/secretarial responsibilities. Assist administrative staff with routine clerical tasks, working with reception and medical records staff to facilitate patient encounters and to promote efficiency, other related duties as assigned. Related duties and other tasks as assigned

To learn more about this position or submit your resume, please contact:

***Name:** Eric Pertzborn

***Phone:** (312) 726-3917 – No phone calls please

***Fax:** 312-726-0474

***E-mail:** ejpertz@chicagoobgyn.com

Date Posted: 3/6/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|---|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input checked="" type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other: |

***Scheduled Hours/week:** 28 Full-time Part-time

***Office Location:** Chicago Lake Shore Medical Associates, 676 N. St. Clair, Chicago, IL

***Department/Specialty:** Dermatology

***Job essential functions/responsibilities:** Works closely with patients and provides clinical support to their assigned physician(s) to establish and provide ongoing comprehensive patient care. Duties include, but are not limited to: assisting in small surgical procedures including biopsies, suture removal, assist on laser procedures, phone triage, patient education and other clinical duties as assigned. Requires strong communication and computer skills with the ability to multi-task, problem-solve and manage time effectively. A minimum of 2 years of previous Dermatology experience required.

***Required Certifications/Licenses:** Although not required, Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) through American Medical Technologists (AMT) is preferred.

To learn more about this position or submit your resume, please contact:

- *Name: HR@clsma.com
- *Phone: N/A
- *Fax: N/A
- *E-mail: HR@clsma.com

Date Posted: 3/13/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Medical Administrative Assistant. |

***Scheduled Hours/week:** 40 Full-time Part-time

***Office Location:** Chicago, IL

***Department/Specialty:** Cardiology

***Job essential functions/responsibilities:** The Medical Administrative Assistant acts as a liaison between doctor and patient, providing administrative and clerical support to their assigned physician(s) in order to establish and provide ongoing comprehensive patient care. Duties include but are not limited to: scheduling and confirming appointments, preparing charts, pulling files, covering other MAA positions, tracks testing and results of Holter monitor reports, dealing with insurance matters, sorting correspondence, facilitating workflow, providing exemplary customer service, obtaining reports, patient call backs and other general office functions. **Required Skill Set:** Strong organizational, communication and computer skills with the ability to multi-task and problem-solve, and manage time effectively. The position requires a responsible individual with a working knowledge of medical practices and medical terminology.

***Required Certifications/Licenses:** Although not required, Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) through American Medical Technologists (AMT) is considered optimal.

Other Comments: Experience in Cardiology preferred.

To learn more about this position or submit your resume, please contact:

- *Name: HR@clsma.com
- *Phone: N/A
- *Fax: N/A
- *E-mail: HR@clsma.com

Date Posted: 3/15/2012

Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

- | | |
|--|--|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Lab Tech/Medical Assistant |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified Medical Assistant |
| <input type="checkbox"/> Physician Assistant | <input checked="" type="checkbox"/> Receptionist |
| <input type="checkbox"/> Medical Records Clerk | <input type="checkbox"/> Other |

***Scheduled Hours/week:** Full-time Part-time

***Office Location:** 500 North Michigan Avenue. Chicago, IL 60610

***Department/Specialty:**
Internal Medicine/Integrative Medicine

***Job essential functions/responsibilities:** To help ensure the highest customer service to patients and providers through activities including but not limited to monitoring patient flow, patient check-in/check-out, answering multiple line phones, scheduling appointments, processing medical records, collection of fees and other patient balances. This position will also work closely with the practice manager of marketing, community outreach and related initiatives. This position recognizes the need for teamwork and functions as part of a multiple disciplinary team. Position also includes other duties as assigned.

***Required Certifications/Licenses:** None

***Education Requirement:**
High School Diploma

Other Comments:

To learn more about this position or submit your resume, please contact:

- *Name: Nancy Friel
- *Phone: 312-276-1212
- *Fax: 312-276-1213
- *E-mail: Nfriel@rabyintegrativemedicine.com

Date Posted: 3/16/2012