

## **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.

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**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:** Galter 12-205

**\*Department/Specialty:** Internal Medicine

**\*Job essential functions/responsibilities:**  
Blood draws, ekg's, vaccine administration, and other duties as assigned.

**Required Certifications/Licenses:**

**\*Education Requirement:** Certified

**Other Comments:**

References are required upon request.

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

**\*Name:** Maura Thiele

**\*Phone:** 312-944-0688

**\*Fax:** 312-944-2886

**\*E-mail:** [maura.ima@gmail.com](mailto:maura.ima@gmail.com)

Date Posted: November 02, 2009 Date filled

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| <input type="checkbox"/> Physician Assistant   | <input type="checkbox"/> Receptionist                             |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Ultrasound Sonographer |

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

\***Office Location:** 676 N St. Clair

\***Department/Specialty:** OB/GYNE

\***Job essential functions/responsibilities:**  
Ultrasound Sonographer

**Required Certifications/Licenses:** ARDMS Certified

\***Education Requirement:** Graduate from an accredited ultrasound school

**Other Comments:** Must have experience with high risk fetal ultrasounds, level one, and heart views.

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

\*Name: Anna Howard

\*Phone:

\*Fax: 312-573-3705

\*E-mail: [ahoward@pc4w.com](mailto:ahoward@pc4w.com)

Date Posted: November 05, 2009

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| <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:** 680 North Lake Shore Drive, Suite 924, Chicago, IL 60611

\***Department/Specialty:** Orthopedic Surgery

\***Job essential functions/responsibilities:**  
Provide Human Resource and Operational Management for Northwestern Orthopedic Institute.

**Required Certifications/Licenses:**

\***Education Requirement:** Bachelor Degree in HR, Health Care Management or Business. Master's Degree a plus.

**Other Comments:** Requires > 5 years of health care management experience

References are required upon request.

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

- \*Name: Dianne M Shanabruch, Executive Director
- \*Phone: 312-475-5646
- \*Fax: 866-595-5987
- \*E-mail: [dshanabruch@noiortho.com](mailto:dshanabruch@noiortho.com)

Date Posted: 03/09/2010

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| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Financial Counselor/Front Desk Coordinator |

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

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

\***Department/Specialty:** Orthopedic Surgery

\***Job essential functions/responsibilities:**  
Manages the Front Desk Staff: Orientation/training, daily management, performance appraisals and progressive discipline activities. Provides oversight for registration process. Coordinates patient collection activities: Collection of co-pays, meetings with patients to discuss/collect balances and follow-up on past due accounts. Assists with practice customer service initiatives such as patient satisfaction surveys etc. patient collection activities. Generates reports as needed.

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

\***Education Requirement:** Bachelor degree preferred.

**Other Comments:** Must have at least 3 to 5 years of management experience in physician practice or healthcare institution

References are required upon request.

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

\*Name: Dianne M Shanabruch, Executive Director

\*Phone: 312-475-5646

\*Fax: 866-595-5987

\*E-mail: [dshanabruch@noiortho.com](mailto:dshanabruch@noiortho.com)

Date Posted: 03/09/2010

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| <input type="checkbox"/> Physician Assistant   | <input type="checkbox"/> Receptionist                      |
| <input type="checkbox"/> Medical Records Clerk | <input checked="" type="checkbox"/> Other: Billing Manager |

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

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

\***Department/Specialty:** Orthopedic Surgery

**\* Job essential functions/responsibilities:**

Manages the revenue cycle for Northwestern Orthopaedic Institute: Registration process, charge capture, coding, claim submission and follow up on accounts receivable. Manages the billing department and front desk staff. Generates daily, weekly, monthly and annual billing reports. Serves as a resource, maintains and informs practice on billing updates, regulations insurance, reimbursement issues and managed care contract status. Conducts financial analysis, policy/procedure development and quality/coding audits as required. Performs provider credentialing and maintains credential files. Serves as liaison with Collection Agency.

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

\***Education Requirement:** Bachelor Degree preferred. Masters degree a plus

**Other Comments:** Must have > 5 years billing management experience in large physician practice (preferably surgical practice)

References are required upon request.

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

\*Name: Dianne M. Shanabruch, Executive Director

\*Phone: 312-475-5646

\*Fax: 866-595-5987

\*E-mail: [dshanabruch@noiortho.com](mailto:dshanabruch@noiortho.com)

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