



## **INSURANCE BILLER\COLLECTOR LIABILITY\SPECIALTY**

Location: Oak Brook, Illinois

Job ID: 3488

Facility: SHARED REVENUE CYCLE

Dept/Unit: Business Office Collection

Status-FTE: Full Time - 1

Shift: Day

*SHARED REVENUE CYCLE*

*2025 WINDSOR DRIVE*

*OAK BROOK, IL*

Work Schedule: Flex starting time from 7:00am - 9:00am: Mon - Fri

### **QUALIFICATIONS:**

- A minimum of 2 years of HOSPITAL billing or collection experience (LIABILITY/SPECIALTY) •Excellent skills for Microsoft Excel and Word
- High School Diploma or general education degree (GED) •Familiarity with medical terminology. •Excellent working knowledge of electronic billing systems.
- Working knowledge of the healthcare revenue cycle process.
- Basic understanding of CPT4, HCPCS, modifiers, ICD-9CM
- Clear understanding of HIPAA regulations. •Typing 35 WPM / 10 key calculator
- Must be able to operate computer and software systems in use at the SRCO.
- Able to operate a copy machine, facsimile machine, telephone/voicemail. •Strong interpersonal, communication and persuasion/negotiation skills required to effectively interact with internal & external parties. •Must be able to follow detailed instructions.
- Ability to listen to and understand information and ideas presented verbally and in writing. •Consistently exercises critical thinking skills or uses logic and reasoning to assess and resolve problems. •Quickly makes sense of, combines and organizes information. •Consistently maintains a professional and approachable demeanor.
- Able to work under pressure and meet stringent deadlines in a fast-paced environment. •Able to work independently •Pays strong attention to details and maintains high degree of accuracy •Successfully alternates between two or more activities or sources of information. •Accepts responsibility and maintains high level of accountability •Strong collaboration skills •Available to respond to patient/third party requests during scheduled shift. •Ability to work on a computer for extended periods of time •Ability to speak on phone throughout a daily assigned shift (with opportunity to alternate between sitting and standing if necessary). •Ability to work effectively in an open floor environment •Lifting a minimum of 10 pounds

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## **Job Title: Administrative Assistant 1**

Department: Neurology

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Neurological Surgery

Job Number: 2014-2282

### **Job Description:**

Are you a well-organized, professional Administrative Assistant that's proficient in Excel? Are you looking for a new opportunity to join a great team?

If this describes you, you may be the right candidate for the Administrative Assistant I position at Rush University Medical center in the Neurosurgery department.

### **Position Highlights:**

An administrative assistant is responsible for providing direct administrative support for the Department including research, clinical and teaching efforts of the physicians.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Performance Areas/Behaviors: Customer First

Goes the extra mile to identify, fulfill and exceed customer needs. Promotes customer rights and ensures confidentiality and privacy at all times.

Continuously looks for, suggest and works on better ways to conduct work. Is open to new ideas and changes; encourages other to do the same. Plans for change by involving all those who may be impacted from the start.

Treats each employee as an equal and valued member of the team: works cooperatively with other employees to complete the work. Willingly flexes to meet changing workload demands and priorities. Helps make Rush University Medical Center a great place to work by promoting positives and committing to resolve problems.

### **Position Qualifications Include:**

Associates degree required. Bachelor's degree is preferred.

Proficient experience with Excel is required.

Must have strong interpersonal skills and the ability to manage multiple tasks

Apply online at

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**Job Title: Environmental Tech, Part Time/2nd Shift**

Department: Environmental Services

Shift: 2nd

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-2028

**Position Highlights:**

Under general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout the medical Center.

**Position Responsibilities:**

10 Step Cleaning. Vacuum carpeted areas. Dry and wet mop hard floors.

Clean and polish metal surfaces. Perform "Discharge Cleaning" as assigned./Utilize Bed Tracking System. Spot clean windows. Clean water fountains and public telephones

Clean all restrooms. Empty waste receptacles and remove waste

Clean all upholstered furniture. Clean emergency spills and floods

Maintain and operate floor burnishers

Wash walls and ceilings as assigned

Perform special projects such as hanging drapes and cubicle curtains

Clean rolling stock, hospital equipment and related items

Performs related duties as assigned

**Position Requirements:**

High school graduate or equivalent

Ability to understand written English and oral instructions

Prior cleaning experience highly desired

Ability to stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers

Must demonstrate good interpersonal skills and a neat personal appearance

Posted on - 11.10.2014 Bids Due by 11.15.2014

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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**Job Title: Mental Health Worker - Temporary Float**

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Psychiatry

Job Number: 2014-2236

**Job Description:** Are you looking to bring your interest in adult psychiatry to a leading academic medical center? If so, you may be the right candidate for our Temporary Float Mental Health Worker position!

**Position Highlights:** As a staff member of the Clinical Staffing Office, the Mental Health Worker (MHW) utilizes basic principles of the biological and behavioral sciences in the management and treatment of patients across all inpatient Psych units. The MHW is accountable to and practices under the direct supervision of a registered nurse.

Position provides opportunity to float and provide psych expertise to Adult, Geriatric and Child/Adolescent inpatient units. Opportunity exists to work more than minimum number of required hours if available

**Position Responsibilities:**

Perform ADL care for patients of all ages in the clinical setting. Includes taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Problem solve and interact effectively with others in difficult situations

**Position Qualifications:** Bachelor's Degree in psychology, sociology or related field

At least one year of experience with chronically ill psychiatric patients

Demonstrated ability to interact effectively with others in difficult situations

Scheduling flexibility required. Must be able to work a minimum of 2 weekend shifts and 2 additional shifts per 4 week schedule and a minimum of 3 Holidays per year which includes a Holiday Eve. Experience as a EMT, CNA a plus

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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**Job Title: Pharmacy Technician II - Part Time**

Department: HDM-Prof Bldg Pharm

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Retail Pharmacy

Job Number: 2014-2230

**Job Description:**

The Pharmacy Technician II under the direction of the Pharmacy Technician Manager and/or Pharmacy Unit Manager and under the general supervision of registered pharmacists, performs duties such as prescription data entry, labeling, preparing and filling of medication orders for patients of the retail pharmacy.

Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists.

**Qualifications Include:**

High School Diploma or GED

Valid State of Illinois Pharmacy Technician license

Valid PTCB Pharmacy Technician Certification (CPhT)

Two or more years of directly related pharmacy experience

Ability to work a part time schedule

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### **Guest Relations Specialist (Job Number: 140002LY)**

Purpose or Summary Statement of Primary Duties and Responsibilities of Position:  
Under general supervision, represents the Chicago Public Schools in providing support and information to the public, greets guests manages reception area and provides customer service and support to employees and visitors. Accountable for tracking and management needs of floor shared services for supplies and equipment. Communicates with all administrative and executive support personnel providing training and responding to departmental requests. This position reports to the Central Office facilities manager.

#### **Qualifications and Skills:**

- Excellent communication and interpersonal skills
- Strong Organizational and follow through
- Demonstrated passion for providing excellent customer service
- Excellent demeanor and professional manner
- Ability to quickly learn new procedures and process
- Manage centralized supply costs and distribution
- Ensure new hire orientation for new employees and understanding of resources
- Technically strong and willing to learn new applications and software
- Learn and provide guidance regarding Central office methods, rules, polices and best practices
- Troubleshoot problems and provide customers with accurate and timely information
- Ability to multitask effectively and work efficiently and independently
- Administrative expertise in Microsoft office
- Mathematical computational skills
- Team player – maintain working relations with staff and public
- Recognize and maintain confidentiality of work materials
- Ability to work independently in the absence of supervisions
- Strong written and verbal communication skills

Education \* Bachelors degree or Associates degree preferred.

#### **Type of Experience and Number of Years:**

- MS Office (Word, Excel, Power Point) Google (Mail and Google Docs)
- Experience interfacing with the public in a high visibility environment
- Experience with assisting multiple departments a plus.

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## **Part Time Security - Off Duty CPD Officer (Job Number: 140002LT)**

### Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

### Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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## Tutor/Recess Monitor (Job Number: 14000102)

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## **Part Time Seasonal (Job Number: 140002LQ)**

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### **Temporary School Clerk (Job Number: 140002LH)**

**ESSENTIAL FUNCTIONS:** Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

**MINIMUM QUALIFICATIONS:** Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

**Knowledge, Abilities, and Skills.** General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable. Good oral and written communication skills; good skill in basic mathematics; good interpersonal skills; good recordkeeping skills.

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## **Retiree (Job Number: 140002KQ)**

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## **Part Time Aide (Job Number: 140000XM)**

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## **Seasonal Misc - Filing Clerk (Job Number: 1400025T)**

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## **Principal Talent Fellow (Job Number: 140002GX)**

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## **Car Cleaner / Vehicle Service Attn - Full Time**

Job ID 87693

# Positions 3

Location US-IL-Chicago

Category RAC Operations

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed. Check for vehicle damage and ensure features of the vehicles are operational. Check vehicle status. (rentable/non-rentable) Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc) Fill gasoline tank and check fill levels of all fluids. Clean the exterior of vehicle. (debug and wash) Meet processing and standardization quotas. Perform related tasks as directed by managers. Able to work outdoors in all types of weather conditions.

Mandatory Requirements: Educational Background:

High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AE: Females/Minorities/Disabled/Vets

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## **Admin Clerk (O'Hare Airport)**

Job ID 87334

# Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

**Job Summary:** Responsible for receiving, verifying and entering information into computer system; creating, preparing and submitting various reports; receiving and responding to customer and location telephone calls; reconciling billing information; verifying and assigning account numbers.

### **RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

Receive, verify and enter information into computer system

Generate and review reports for accuracy

Compile, organize and prepare various reports and forward to appropriate personnel

Create and maintain files

Reconcile billing reports, billing invoices and various other information

Receive and respond to incoming calls from customers and locations

Verify and assign proper account numbers

Perform related responsibilities as required or assigned

**Mandatory Requirements:** Required Education/Experience: High School Diploma or Equivalent. At least 1 to 2 years experience in data processing or related field  
Valid Driver's license as required by state

**Required Qualifications:** Ability to type 40 w.p.m. Ability to answer questions on telephone quickly and accurately. Knowledge of general mathematical procedures and accounting principles. Skill and proficiency in the use of personal computer software programs including word processing and spreadsheet applications. Ability to pay close attention to detail. Good organization skills. Ability to operate 10-key  
Good oral and written communication skills

**ATTENDANCE:** Ability to comply with the company's attendance policy.

**Preferred Requirements :** Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

**EEO/AE:** Females/Minorities/Disabled/Vets

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**Bus Mechanic**

Job ID 86026

# Positions 2

Location US-IL-Chicago

Category Maintenance – Bus

**General Responsibilities:**

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Bus Mechanic position at our location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Basic duties of this position encompasses all aspects of bus maintenance from basic repairs to complete diesel engine and transmission diagnosis and repair. Additional responsibilities include electrical troubleshooting, oil changes, air brake and suspension service, air conditioning services, and performing preventative maintenance.

**Mandatory Requirements:**

The successful candidate must have:

Must be at least 25 years of age

3-5 years bus repair experience

A satisfactory driving record and a valid driver's license

CDL with passenger and air-brake endorsements. Must have your own tools.

ASE certification preferred.

Ability to work days, nights and weekends required.

**Preferred Requirements :**

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AE: Females/Minorities/Disabled/Vets

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## Courtesy Bus Driver (O'Hare Airport)

Job ID 85276

# Positions 1

Location US-IL-Chicago

Category RAC Operations

**General Responsibilities:** The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

**Mandatory Requirements: Educational Background:**

High School Diploma or equivalent

**Basic Qualifications:**

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience. 25 years of age or older

**Must be able to:**

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

**Preferred Requirements:**

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

**EEO/AE:** Females/Minorities/Disabled/Vets

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## Tractor Trailer Driver

Job ID 85618

# Positions 1

Location US-IL-Chicago

Pos. Category HERC Operations

**General Responsibilities:** Hertz Equipment Rental Corporation (HERC) seeks experienced individuals for a Tractor Trailer Driver position available at the Chicago, Illinois branch. This is an excellent opportunity for motivated self-starters who want to enhance their skill set with a company whose reputation speaks for itself.

**Mandatory Requirements:** Educational Background: High school diploma and/or GED  
**Professional Experience:** Minimum of 2 years of tractor trailer driving experience

**Knowledge:** Knowledge and understanding for the Federal Motor Carrier Safety Regulations (CDL) Knowledge and understanding of the traffic rules and regulations (NON CDL) Map reading knowledge, basic math, reading and writing. Must have valid Commercial Drivers License with current medical certificate (for CDL positions)

**Skills:** Ability to secure loads safely; Customer Service skills; Ability to lift 50+ pounds  
**Competencies:** Team oriented; Good communication; Sense of urgency  
Stress management

### Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, speaking, hearing, writing, lifting, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, portable computer, and calculator is required.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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## **Seasonal Vehicle Service Attn (Car Detailer) - Midway Airport**

Job ID 84351

# Positions 4

Location US-IL-Chicago

Category Vehicle Cleaning and Services

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed.

Check for vehicle damage and ensure features of the vehicles are operational.

Check vehicle status. (rentable/non-rentable)

Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc)

Fill gasoline tank and check fill levels of all fluids

Clean the exterior of vehicle. (debug and wash)

Meet processing and standardization quotas.

Perform related tasks as directed by managers.

Able to work outdoors in all types of weather conditions.

Mandatory Requirements: Educational Background:

High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs.

Must be able to work days, nights, weekends and holidays.

Must be at least 20 years of age.

Must be able to work outside year-round.

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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