

PRICELIST

State Term Schedule Number 800172 Index No. STS155 – Temporary Medical Staffing

Pricelist Effective 09/20/2011 through 06/30/2014

CLINICARE CONSULTANTS INC

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COLUMBUS OH, 43201

PHONE (614) 297-4799

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Holiday Observation: Hours worked on the following holidays will be paid at a rate of time and one-half.

New Years The first day of January
Memorial Day The last Monday of May
Independence Day The 4th day of July
Labor Day The first Monday of September
Thanksgiving Day The fourth Thursday of November
Christmas Day The 25th of December

Holiday Shift:

Third Shift – 11:00 PM to 7:00 AM or 10:00 PM to 6:00 AM
First Shift – 7:00 AM to 3:00 PM or 6:00 AM to 2:00 PM
Second Shift – 3:00 PM to 11:00 PM or 2:00 PM to 10:00 PM

Overtime Pay

Applies to hours worked over 40 hours per week at time and one-half

Background Checks, Fingerprints and Drug Testing

Prior to placement of an employee, contractor will provide the institution with evidence of a background check performed through a national database, in addition to finger printing and drug test results performed no more than thirty (30) Days Prior to placement of employee.

Minimum order: 8 hours contiguous

Maximum Order Limit (MOL) Discount Schedule:

5% after \$125,000.00 of total services are provided on an agency by agency basis
7% after \$150,000.00 of total services are provided on an agency by agency basis
12% after \$200,000.00 of total services are provided on an agency by agency basis
15% after \$250,000.00 of total services are provided on an agency by agency basis

The above progressive discount rate applies to all medical positions listed on this pricelist. Whenever an MOL amount is reached, the Contractor shall invoice the respective agency at the applicable discount rate until the next MOL amount is reached. When the next MOL amount is reached, the Contractor shall invoice at the rate applicable to that MOL. Overtime shall be calculated at one and one-half times the applicable discounted rate. The Contractor shall continue to invoice the respective agency at the applicable discounted rate until termination of this contract.

Geographic coverage (service area): All 88 Counties

Payment Terms: 2.0% 15 days, Net 30 days

See contract for ordering and contact information.

Temporary Medical Staffing

Type of Position	Hourly Rate
Behavioral & Social Sciences	
Licensed Clinical Social Worker (LCSW)	\$25.76
Psychologist (General)	\$45.53
Social Worker (BSW)	\$29.79
Social Worker (MSW)	\$33.36
Clerical (Medical)	
Medical Scheduler	\$18.00
Dental	
Dental Assistant	\$19.50
Dentist (General)	\$89.00
Dental Hygienist	\$31.00
Dietary	
Diet Technician	\$19.00
Nursing Related	
Certified Nursing Aide/Assistant	\$17.00
Licensed Practical Nurse (LPN Vocational)	\$28.54
Nurse Practitioner (General)	\$56.50
Physician Assistant	\$52.09
Registered Nurse (RN General)	\$37.00
Registered Nurse (RN Mental Health)	\$37.00

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PRICELIST

Temporary Medical Staffing

Type of Position	Hourly Rate
Pharmacy	
Pharmacist	\$63.06
Pharmacy Technician (Certified)	\$19.74
Phlebotomist	
Phlebotomist	\$18.04
Physicians	
Emergency Medicine (Urgent Care & Trauma Level 1 Certified)	\$120.00
Emergency Medicine (Urgent Care & Trauma Level 2-5)	\$118.19
Family practice	\$93.00
Internal Medicine	\$99.00
Radiology	
Radiology Technologist (Diagnostics)	\$30.00
Radiology Technologist (Radiographer)	\$30.52
Technicians/Technologists (other)	
Health Information Technician	\$18.50

Position Titles, Minimum Qualifications & Description of Medical Professionals Duties (in alphabetical order):

Minimum Qualifications of Medical Professionals (in alphabetical order):

Job Title: Social Worker

Position Description:

An individual who possesses a Bachelor of Social Work degree, who in collaboration with the multi-disciplinary team, has input in the development of the plan of care for those patients requiring social work intervention.

Provides medically necessary intervention to patients who have social or emotional problems which are or are expected to be an impediment to the effective treatment of the patient's medical condition and/or rate of recovery.

Additionally, provides these services in accordance with physician's orders.

Essential Duties and Responsibilities:

- Provides medically necessary social work intervention in accordance with physician's orders.
- Assesses patient's psychosocial needs, plans for, evaluates and modifies interventions to meet the established patient goals.
- Collaborates with all disciplines to plan and evaluate team goals for each patient.
- Facilitates patient referrals to community agencies when appropriate.
- Provides financial counseling when necessary to achieve the treatment goals established by the multidisciplinary.
- Assists patient/family/caregivers in planning for present and future psychosocial needs as related to the patient's current status and prognosis including terminal illness.
- Adheres to all Clinicare policies and procedures while providing services to patients.
- Adheres to all Clinicare expectations with regards to preparation and submission of required paperwork.
- Observes and reports patient progress and/or changes in patient status to physician and appropriate multi-disciplinary team members.
- May be asked to participate in Multi-disciplinary Patient Care Conference, PI Committees, Professional Advisory Board and Clinicare in-services programs.
- Other duties as assigned

Minimum Requirements:

- Bachelor of Social Work degree from a school of social work accredited by the Council on Social Work Education preferred.
- Minimum of one year of social work experience in a health care environment in the last two years preferred.
- Current Health Certificate (if applicable)
- Current PPD or Chest X-ray
- Reliable transportation.
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- May work at off-site facility/ client site
- May be exposed to blood-borne pathogens, chemotherapeutic and toxic chemicals

Job Title: Medical Social Worker

Position Description:

An individual who possesses a Masters of Social Work degree, who in collaboration with the multi-disciplinary team, has input in the development of the plan of care for those patients requiring social work intervention. Provides medically necessary intervention to patients who have social or emotional problems which are or are expected to be an impediment to the effective treatment of the patient's medical condition and/or rate of recovery. Additionally, provides these services in accordance with physician's orders.

Essential Duties and Responsibilities:

- Provides medically necessary social work intervention in accordance with physician's orders.
- Assesses patient's psychosocial needs, plans for, evaluates and modifies interventions to meet the established patient goals.
- Collaborates with all disciplines to plan and evaluate team goals for each patient.

- Facilitates patient referrals to community agencies when appropriate.
- Provides financial counseling when necessary to achieve the treatment goals established by the multidisciplinary.
- Assists patient/family/caregivers in planning for present and future psychosocial needs as related to the patient's current status and prognosis including terminal illness.
- Adheres to all Clinicare policies and procedures while providing services to patients.
- Adheres to all Clinicare expectations with regards to preparation and submission of required paperwork.
- Observes and reports patient progress and/or changes in patient status to physician and appropriate multi-disciplinary team members.
- May be asked to participate in Multi-disciplinary Patient Care Conference, PI Committees, Professional Advisory Board and Clinicare in-services programs.
- Other duties as assigned

Minimum Requirements:

- Master of Social Work degree from a school of social work accredited by the Council on Social Work Education preferred.
- Minimum of one year of social work experience in a health care environment in the last two years preferred.
- Current Health Certificate (if applicable)
- Current PPD or Chest X-ray
- Reliable transportation.
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- May work at off-site facility/ client site
- May be exposed to blood-borne pathogens, chemotherapeutic and toxic chemicals

Job Title: Medical Scheduler

Position Description:

Collects, processes, retrieves, analyzes and disseminates health care information for purposes of patient care, research, managerial planning and decision making. Manages patient record databases and ensures that all health data systems meet the standards/regulations of government agencies and accrediting professional organizations. Responsible for maintaining the confidentiality of all patient health information data. Essential Duties and Responsibilities:

- Compiles, processes, and maintains medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements.
- Processes, maintains, compiles, and reports patient information for health requirements and standards.
- Keeps detailed patient records such as prescriptions, treatment plans, test results, diagnoses, medical history, and description of symptoms.
- Responsible for patient's records from the beginning of treatment; provides patient with all of the proper forms and ensures that they are completed properly and signed.
- Translates the narrative descriptions of diseases, injuries and medical procedures into numeric or alphanumeric codes.
- Uses Diagnosis Related Groups to group patients by diagnosis. Assigns a code to each different diagnosis and medical procedure
- Ensures that all patient medical information is entered into the computer database and checks regularly with physicians and other healthcare providers to make sure the information recorded is correct/complete.
- Possesses an understanding of the payment procedures of health insurance firms, HMOs and government programs such as Medicare/Medicaid.
- Depending upon the assignment, may supervise a group of medical records clerk, transcriptionists and coders;
- Adheres to all Clinicare and worksite rules, policies and procedures
- Other duties as assigned

Minimum Requirements:

- Associate/Bachelor degree in a health related field preferred.
- One (1) year working in a facility, physician's office, or hospital as a Medical Records/Health Information Technician preferred.
- Thorough knowledge of ICD-9-CM coding and medical terminology preferred.
- RHIT (Registered Health Information Technologist) certification preferred; Maybe required for specific assignments
- Advanced/intermediate computer and computer systems skills

- Ability to effectively communicate with clerical and management personnel within the work site
- Ability to design and prepare health information reports as requested or needed
- Successful completion of Clinicare Screening Tests with a score of 80% or greater.
- Current physical exam, if required by state or contract regulations.
- Current TB test or chest x-ray if required via contract or are in contact with patients directly or indirectly.
- Must meet Clinicare's pre-employment screening requirements.

Physical/Work Environment Requirements:

- Usually in an office environment within a hospital, clinic or other type of healthcare facility.

Job Title: General Dentist

Job Description: Use masks, gloves and safety glasses to protect themselves and their patients from infectious diseases.

Administer anesthetics to limit the amount of pain experienced by patients during procedures.

Examine teeth, gums, and related tissues, using dental instruments, x-rays, and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments.

Formulate plan of treatment for patient's teeth and mouth tissue.

Use air turbine and hand instruments, dental appliances and surgical implements.

Advise and instruct patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.

Design, make, and fit prosthodontic appliances such as space maintainers, bridges, and dentures, or write fabrication instructions or prescriptions for denturists and dental technicians.

Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.

Fill pulp chamber and canal with endodontic materials.

Write prescriptions for antibiotics and other medications.

Analyze and evaluate dental needs to determine changes and trends in patterns of dental disease.

Treat exposure of pulp by pulp capping, removal of pulp from pulp chamber, or root canal, using dental instruments.

Eliminate irritating margins of fillings and correct occlusions, using dental instruments.

Perform oral and periodontal surgery on the jaw or mouth.

Remove diseased tissue using surgical instruments.

Apply fluoride and sealants to teeth.

Manage business, employing and supervising staff and handling paperwork and insurance claims.

Bleach, clean or polish teeth to restore natural color.

Plan, organize, and maintain dental health programs.

Produce and evaluate dental health educational materials.

Qualification:

Bachelor or Doctor of dentistry. Board certified or eligible in dentistry. Advanced Cardiac Support (ACLS) and Basic Life Support (BLS) certified

Successful completion of background screening and hiring process.

Job Title: Dental Assistant

Position Description:

Assists dentist during the examination and treatment of patients.

Essential Duties and Responsibilities:

- Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures.
- Takes and records medical and dental histories.
- Exposes dental diagnostic x-rays.
- Makes preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Assists dentist in management of medical and dental emergencies.
- Instructs patients in oral hygiene and plaque control programs.
- Provides postoperative instructions prescribed by dentist.
- Records treatment information in patient records.
- Schedules appointments, prepare bills, and receives payment for dental services, completes insurance

forms, and maintains clerical records, manually or using the computer.

- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent.
- Full command, verbal and written, of the English language.
- Current License/Certificate within state of practice
- Successful completion of Clinicare testing process.
- Current PPD or Chest X-Ray
- Current BLS card
- Current Health Certificate (if applicable)
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- May work at off-site facility/ client site
- May be exposed to blood-borne pathogens, chemotherapeutic and toxic chemicals

Job Title: Dental Hygienist

Position Description:

Performs as part of a dental health team under the supervision of a dentist. Involvement includes clinical dental work and education with specific responsibilities governed by the state in which the hygienist is employed.

Essential Duties and Responsibilities:

- Cleans and polishes a patient's teeth- removes plaque deposits and stains.
- Apply medication for the prevention of tooth decay.
- Take and develop x-rays.
- Make model impressions of teeth for study.
- Obtain medical and dental histories and record information in the dental record.
- Provide instruction for patient self-care, diet and nutrition.
- Placement of sealant or cavity preventative agents such as fluorides.
- Placement of temporary fillings and periodontal dressings.
- Smoothing and polishing silver amalgam restorations.
- Other duties as assigned

Minimum Requirements:

- Current Registered License for the state in which practicing.
- Prefer minimum of one year experience as a Dental Hygienist in a Dental office Preferred.
- Full command, verbal and written, of the English Language
- Current PPD or Chest X-Ray
- Current BLS
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- May work at off-site facility/ client site
- May be exposed to blood-borne pathogens, chemotherapeutic and toxic chemicals

Job Title: Dietary Aide / Dietary Technician

Position Description:

The Dietary Aide/Technician is responsible for assisting with menu selection and calculations, patient tray line,

calorie counts, patient interview for food preferences and intake as well as; assisting in nutrition assessment implementation and monitoring of nutrition therapy provided by the Registered Dietician.

Essential Duties and Responsibilities:

- Maintains current records of patient admissions, discharges and transfers as well as; patient diet status.
- Informs dieticians of admissions, discharges and transfers of patients prescribed modified diets and of any other matters relating to these patients.
- Assists patients in selecting daily menu choices. Provides advice and encouragement regarding selection of nutritionally adequate meals.
- Ensures all patient menu selections are completed and correct.
- Records details of the patient's meal plan and food preferences.
- Visits patients as needed to observe that food intake is adequate. Encourages the patient to eat and suggests appropriate menu choices when indicated.
- Refers any nutrition problems encountered to the dietician.

- Checks the accuracy and quality of the food tray and patient's acceptance of meals and reports problems to the dietician or diet supervisor.

- Additional duties as assigned.

Minimum Requirements:

- High School Certificate (or equivalent)
- Dietary Practices or Home Economics Certificate (or equivalent) preferred.
- Good communication skills.
- One year experience as a Dietary Technician preferred.
- Successful completion of Clinicare testing process.
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- Works within a facility setting; clinic, hospital or outpatient center.

Job Title: Pharmacist

Position Description:

Performs clinical and professional pharmaceutical work in the compounding and dispensing of drugs and IV supplies. Reviews prescriptions to assure accuracy. Collaborate with other health care professionals to plan, monitor, review and evaluate patient effectiveness. Provide information and advice regarding drug interactions.

Analyze prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions.

Essential Duties and Responsibilities:

- Prepares, fills and compounds drugs and IV orders by physicians and other authorized personnel/staff.
- Maintains narcotic inventory and records usage of all controlled substances and pharmaceuticals within the pharmacy. Properly stores biologicals, vaccines and serums.
- May provide specialized pharmaceutical services including, but not limited to, advising physicians on issues concerning drug therapy, the inherent toxicity of drugs and their side effects, as well as assisting in the prescription of appropriate doses.
- Depending upon the assignment, may prepare IV chemotherapy solutions.
- May supervise or coordinate the activities of pharmacy technicians who are engaged in the preparation, labeling and delivery of medications and other pharmaceutical supplies.
- Ensures compliance with federal, state and local laws and regulations pertaining to the dispensing of drugs and controlled drugs and the maintenance of required records.
- Maintain professional working relationships with medical and nursing staff;
- When necessary, conducts and evaluates patient medication histories, assesses compliance and suggests modifications to medication orders to achieve desired outcomes.
- Instruct patients in the proper use of prescribed drugs; answers patient questions as needed.
- Individualizes medication regimens using sound principles, accounting for pharmacodynamic and pharmacokinetic variations in drug absorption, distribution, metabolism and elimination.
- Maintains pharmaceutical knowledge by attending educational in-services.
- Adheres to all Clinicare and worksite rules, policies and procedures.
- Other duties as assigned

Minimum Requirements:

- Bachelor's degree in Pharmacy from an accredited college of pharmacy required.
- Current registration/licensing to practice pharmacy issued by the state.
- One (1) year of experience working as a licensed pharmacist preferred.
- Successful completion of background screening and hiring process.
- Current physical exam per state or contract regulations.
- Current TB test or chest x-ray.

Physical/Work Environment Requirements:

- Hospital, clinic, clinical pharmacy, retail pharmacy or related health care facility.
- Exposure to biological and pharmaceutical chemicals/drugs

Job Title: Pharmacy Technician / Assistant

Position Description:

Performs clerical and technical tasks necessary to operate a pharmacy. Collaborates with members of the pharmacy and health care team to promote total patient care.

Essential Duties and Responsibilities:

- Can prepare, package, and distribute medications prescribed by physicians.
- Completes paperwork and computer related duties.
- Assists pharmacists, physicians, nursing and clinical personnel with pharmacy services.
- Maintains department facilities, equipment, and materials in a condition to promote efficiency, health, comfort, and safety of patients and staff.
- Checks equipment, supplies and accessories on a regular daily basis.
- Keeps supplies current and replenished.
- Processes prescriptions, evaluates for quality and accurate patient identification and side labeling.
- Greets patients, verifies patient identification and physician orders. After pharmacists review the order for errors or potential problems, technicians transcribe the relevant information about the patient and the prescribed medications into the patient's chart.
- Holds medical and other sensitive information
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent certification.
- Graduate of accredited Pharmacy Technology Program preferred.
- PTCB or NPTA license preferred.
- Full command, verbal and written, of the English language.
- Minimum of one year relevant experience preferred.
- Current Health Certificate per contract or state specific regulation.
- Current PPD or Chest X-ray.
- Successful completion of Clinicare testing process.
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- May work at off-site facility/ client site
- May be exposed to blood-borne pathogens, chemotherapeutic and toxic chemicals

Job Title: Phlebotomist

Position Description:

Draws blood from patients or donors in hospital, blood bank, or similar facility for analysis or other medical purposes.

Essential Duties and Responsibilities:

- Assembles equipment, such as tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray, according to requirements for specified tests or procedures.
- Verifies or records identity of patient or donor and converses with patient or donor to allay fear of procedure.
- Applies tourniquet to arm, locates accessible vein, swabs puncture area with antiseptic, and inserts needle into vein to draw blood into collection tube or bag.
- Withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing.
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent.
- Full command, verbal and written, of the English language.
- Successful completion of Phlebotomist training with subsequent certification as a Phlebotomist.
- Minimum of one year relevant experience preferred.
- Current PPD or Chest X-ray.
- Current CPR card
- Current Health Certificate (if applicable)
- Successful completion of Clinicare testing process.
- Successful completion of background screening and hiring process.

Physical/Work Environment Requirements:

- May work at off-site facility/ client site
- May be exposed to blood-borne pathogens, chemotherapeutic and toxic chemicals

Job Title: Family Practice Physician

Job Description: The physician must be competent in modern treatment principles and techniques, fully trained in all aspects of routine medical care. Examine patients to obtain information about their physical condition.

Interpret diagnostic test results for deviations from normal.

Make tentative diagnoses and decisions about management and treatment of patients.

Obtain, compile and record patient medical data, including health history, progress notes and results of physical examination.

Administer or order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests.

Prescribe therapy or medication with physician approval.

Perform therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management.

Instruct and counsel patients about prescribed therapeutic regimens, normal growth and development, family planning, emotional problems of daily living, and health maintenance.

Provide physicians with assistance during surgery or complicated medical procedures.

Supervise and coordinate activities of technicians and technical assistants.

Visit and observe patients on hospital rounds or house calls, updating charts, ordering therapy, and reporting back to physician.

Order medical and laboratory supplies and equipment.

Medicine and Dentistry -- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives.

Qualifications: Board certified or eligible in Internal Medicine, Family Practice. Advanced Cardiac Support (ACLS) and Basic Life Support (BLS) certified

Job Title: Internal Medicine Physician.

Job Description: The physician must be competent in modern treatment principles and techniques, fully trained in all aspects of routine medical care Examine patients to obtain information about their physical condition.

Interpret diagnostic test results for deviations from normal.

Make tentative diagnoses and decisions about management and treatment of patients.

Obtain, compile and record patient medical data, including health history, progress notes and results of physical examination.

Administer or order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests.

Prescribe therapy or medication with physician approval.

Perform therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management.

Instruct and counsel patients about prescribed therapeutic regimens, normal growth and development, family planning, emotional problems of daily living, and health maintenance.

Provide physicians with assistance during surgery or complicated medical procedures.

Supervise and coordinate activities of technicians and technical assistants.

Visit and observe patients on hospital rounds or house calls, updating charts, ordering therapy, and reporting back to physician.

Order medical and laboratory supplies and equipment.

Medicine and Dentistry -- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives.

Qualifications: Board certified or eligible in Internal Medicine, Family Practice. Advanced Cardiac Support (ACLS) and Basic Life Support (BLS) certified.

Urgent Care Trauma Level 1 & Trauma Levels 2-5

Job Description: The physician is to be competent in modern treatment principles and techniques, fully trained in all aspects routine adult medical care. The physician will work in the Emergency Department. The contractor shall perform, but are not limited to, the following services: Provide emergency medical care for patients presenting to the Emergency Room and/or Urgent Care. Be responsible for appropriate documentation of clinic notes, consultations, and procedures using the Computerized Patient Record System (CPRS). Process and take action upon all clinical alerts in CPRS

and write prescriptions, sign and cosign all CPRS notes, return messages regarding patients, and respond to patients and inquiries in a timely manner. Complete electronic encounter forms for each patient encounter.

Qualifications: Board certified or Board eligible Physician in Internal Medicine, Emergency Medicine, or Family Practice Locum Tenens for the Emergency Department. Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) certified, Advanced Trauma Life Support (ATLS, this is for level 1 trauma). The only other big difference that a level 1 trauma will have over the others would be that it would be required that physicians are board certified by the American Board of Emergency Medicine with completion of an Emergency Medicine residency.

Job Title: Radiologist Diagnostic

Position Description:

Performs diagnostic X-ray procedures and activities. Collaborates with members of the radiology and health care team to promote total patient care.

Essential Duties and Responsibilities:

- Performs all radiologic procedures which are offered by the department, following exam protocols on neonatal, pediatric, adult and geriatric patients. Completes paperwork and computer related duties. Assists radiologists, staff physicians, nursing and hospital personnel with radiological services.
- Maintains department facilities, equipment, and materials in a condition to promote efficiency, health, comfort, and safety of patients and staff.
- Checks equipment, supplies and accessories on a regular daily basis.
- Keeps supplies current and replenished.
- Processes film, evaluates for technical quality and accurate patient identification and side labeling.
- Greets patients, verifies patient identification and physician orders. Obtain, correlate and document clinical history, prior to the start of examination. Transports patients and informs nursing units of patients' departure and arrival.
- Holds medical and other sensitive information in confidence.
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent certification.
- Graduate of accredited Radiological Technology Program.
- Current ARRT license.
- Full command, verbal and written, of the English language.
- Prefer one year relevant experience as a radiology technician.
- Current Health Certificate (if applicable).
- Current PPD or Chest X-Ray.
- Current CPR card.
- Successful completion of Clinicare testing process.
- Successful completion of background screening and hiring process.

Job Title: X-Ray Technician / Radiology Technician

Position Description:

Performs diagnostic X-ray procedures and activities. Collaborates with members of the radiology and health care team to promote total patient care.

Essential Duties and Responsibilities:

- Performs all radiologic procedures which are offered by the department, following exam protocols on neonatal, pediatric, adult and geriatric patients. Completes paperwork and computer related duties. Assists radiologists, staff physicians, nursing and hospital personnel with radiological services.
- Maintains department facilities, equipment, and materials in a condition to promote efficiency, health, comfort, and safety of patients and staff.
- Checks equipment, supplies and accessories on a regular daily basis.
- Keeps supplies current and replenished.
- Processes film, evaluates for technical quality and accurate patient identification and side labeling.
- Greets patients, verifies patient identification and physician orders. Obtain, correlate and document clinical history, prior to the start of examination. Transports patients and informs nursing units of patients' departure and arrival.

- Holds medical and other sensitive information in confidence.
- Other duties as assigned

Minimum Requirements:

- High School diploma or its equivalent certification.
- Graduate of accredited Radiological Technology Program.
- Current ARRT license.
- Full command, verbal and written, of the English language.
- Prefer one year relevant experience as a radiology technician.
- Current Health Certificate (if applicable).
- Current PPD or Chest X-Ray.
- Current CPR card.
- Successful completion of Clinicare testing process.
- Successful completion of background screening and hiring process.

Job Title: Health Information Technician

Job Description:

Collects, processes, retrieves, analyzes and disseminates health care information for purposes of patient care, research, managerial planning and decision making. Manages patient record databases and ensures that all health data systems meet the standards/regulations of government agencies and accrediting professional organizations. Responsible for maintaining the confidentiality of all patient health information data.

- Compiles, processes, and maintains medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements.
- Processes, maintains, compiles, and reports patient information for health requirements and standards.
- Keeps detailed patient records such as prescriptions, treatment plans, test results, diagnoses, medical history, and description of symptoms.
- Responsible for patient's records from the beginning of treatment; provides patient with all of the proper forms and ensures that they are completed properly and signed.
- Translates the narrative descriptions of diseases, injuries and medical procedures into numeric or alphanumeric codes.
- Uses Diagnosis Related Groups to group patients by diagnosis. Assigns a code to each different diagnosis and medical procedure
- Ensures that all patient medical information is entered into the computer database and checks regularly with physicians and other healthcare providers to make sure the information recorded is correct/complete.
- Possesses an understanding of the payment procedures of health insurance firms, HMOs and government programs such as Medicare/Medicaid.
- Depending upon the assignment, may supervise a group of medical records clerk, transcriptionists and coders;

Minimum Requirements:

- Associate/Bachelor degree in a health related field preferred.
 - One (1) year working in a facility, physician's office, or hospital as a Medical Records/Health Information Technician preferred.
 - Thorough knowledge of ICD-9-CM coding and medical terminology preferred.
- State Term Schedule Pricelist
- RHIT (Registered Health Information Technologist) certification preferred; Maybe required for specific assignments
 - Advanced/intermediate computer and computer systems skills