

OPEN POSITIONS TRACKING LOG

Contact Human Resources at 303.761.1977 for questions.

(Closing date is for internal candidates to be given priority over external candidates.)

09-03-0004-FM-2

Rev: 02

Date: 07/01/08 1 of 2

<u>POSITION</u>	<u>SITE</u>	<u>FTE</u>	<u>EXPERIENCE</u>	<u>BILINGUAL</u>	<u>SUPERVISOR</u>	<u>ADDITIONAL INFORMATION</u>	<u>POSTED *CLOSING*</u>
Admin Assistant	CSD	1	basic computer skills; order supplies; able to handle confidential information; greet	Required	Debbie Kunkel	HS/GED	Posted 06/09/08 Closing 6/23/08
Customer Care Center Rep	NAFHS	1	Previous call center exp; scheduling, specialty care exp.	Required	Kris Gaw	HS/GED	Posted 07/01/08 Closing 07/15/08
Private Insurance Biller	Admin.	1	Exp with private insurance billing, claims filing, appeals, data entry.	Preferred	Kristin Laux	HS/GED	Posted 04/11/08 Closing 04/30/08
Medicare Biller	Admin.	1	Medicare billing, Claims, appeals, data entry, Some Commercial billing and follow-up	Preferred	Kristin Laux	HS/GED	Posted 04/25/08 Closing 05/15/08
Patient Account Manger	Admin.	1	4+ years negotiating contracts with private insurance carriers;experience with CPT/ICD	Preferred	Kristin Laux	HS/GED	Posted 06/06/08 Closing 6/20/08
MA	PSHC	1	Back office, front office, and medical records combined	Preferred	Corrine Carrigan	HS/GED; MA Certificate	Posted 07/01/08 Closing 07/15/08
MA	Float	1	3+ yrs. Exp back office, front office, & medical records combined	Preferred	Laura Carpenter	HS/GED; MA Certificate	Posted 07/01/08 Closing 07/15/08
MA or LPN	Platte Canyon	1	1-2 yrs experience; Must work well independently; self-started; self-directed	Not Required	Nikki Brezny	HS/GED; MA Certificate or LPN License	Posted 05/2/08 Closing 05/16/08
Pharmacist	NAFHS	1.5	Previous pharmacy exp. Exp. supervising a must.	Preferred	Hank Wedemeyer	Pharmacy License	Posted 05/2/08 Closing 05/16/08
Pharmacist	Jeffco	1	Previous pharmacy exp.	Preferred	Hank Wedemeyer	Pharmacy License	Posted 05/2/08 Closing 05/16/08
Pharamacy Tech	NAFHS	2	Previous exp in pharmacy, distributing meds, collecting co-pays.	Preferred	Hank Wedemeyer	HS/GED; Pham Tech Certificate	Posted 05/2/08 Closing 05/16/08

<u>POSITION</u>	<u>SITE</u>	<u>FTE</u>	<u>EXPERIENCE</u>	<u>BILINGUAL</u>	<u>SUPERVISOR</u>	<u>ADDITIONAL INFORMATION</u>	<u>POSTED *CLOSING*</u>
Mid-level Nurse Practitioner	PSHC	2	2+ yrs experience with chronic health issues, disabilities, and home visits. Working as part of interdisciplinary team	Preferred	Dr. Amador	CO NP License; Certified adult or geriatric preferred.	Posted 05/2/08
Mid Level PA/NP	Englewood	1	4+ yrs experience in family medicine preferred	Preferred	Dr Pat Tellez	PA or NP degree	Posted 06/3/08
Physician MD or DO	PSHC	1	4+ yrs experience with chronic health issues, disabilities.	Preferred	Dr. Amador	MD or DO degree; Internist preferred - FP okay	Posted 05/2/08
AMD - Physician MD or DO	South Aurora FHS	1	4+ yrs experience in family medicine preferred	Preferred	Dr. Pat Tellez	MD or DO degree	Ongoing Closing: Upon Hire
AMD - Physician MD or DO	Arvada	1	4+ yrs experience in family medicine preferred	Preferred	Dr. Pat Tellez	MD or DO degree	Ongoing Closing: Upon Hire
Mid-Level PA/NP	Platte Canyon	1	4+ yrs experience in family medicine preferred	Preferred	Dr. Pat Tellez	PA or NP degree	Ongoing Closing: Upon Hire