

**TAMARACK MANAGEMENT INC.**

**Human Resource Fax: (406) 329-7382 JOB POSTING - February 6, 2012**

<b>POSITION</b>	<b>LOCATION</b>	<b>HOURS/SHIFT</b>	<b>BASIC POSITION INFORMATION</b>
<b>Insurance Rep</b>	CBO	M – F; 8:30 – 5:30pm	Assists patients/insurance companies with questions or issues on accounts. Handles insurance carrier requirements for the patient's insurance, doing follow up with insurance companies and submittal of re-bills to them. Reviews accounts for appropriateness and submits necessary corrections. Also reviews insurance EOB's determining appropriate payment and secondary billing. Works with patients to set up monthly payment plans, if necessary.
<b>Phlebotomist</b>	Lab	M – F; 9:00 – 6:00pm	Performs blood draws, uses computer for entering samples, checking in patients, review results for physicians, stocking, and reports. Light front office duty in addition to blood draws.
<b>Medical Records Clerk</b>	Medical Records	M – F; 8:30 – 5:30pm TEMPORARY (6-8 months)	Project deactivating charts, boxing charts. Requires self direction & computer experience.
<b>Float DA/LPN</b>	Float	Variable days/hours	Assists providers in providing excellent care. Computer skills & strong customer service focus required. Teamwork & computer experience needed. Licensed LPN or certified MA required.

***Please submit cover letter and resume by emailing to [hresource@tmimontana.com](mailto:hresource@tmimontana.com)***

*Tamarack Management, Inc. does not discriminate on the basis of race, creed, religion, national or ethnic origin, color, sex, age, Veteran status, physical or mental disability, marriage status, sexual orientation, or gender identity.*