

TAMARACK MANAGEMENT INC.

Human Resource Fax: (406) 329-7382 JOB POSTING - May 8, 2012

POSITION	LOCATION	HOURS/SHIFT	BASIC POSITION INFORMATION
Insurance Rep	Central Business Office	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.
Data Entry	Central Business Office	M – F; 8:30 – 5:30pm	Strong computer/data entry skills, detail oriented, works independently within business office. Responsible for the accurate and timely input of charges and insurance payments/adjustments and for meeting standards of high production & accuracy. 10 key experience required.
Physician Assistant	Now Care Southgate Mall	Weekends	Provides patient care in urgent care setting, works closely with other staff.
LPN/MA	Broadway Building – 6 th Floor	M – F; 7:45 – 5:00pm	LPN or certified/registered MA to assist physicians. Requires excellent clinical and computer skills, initiative, and ability to work in team environment with patients, providers, and coworkers.
Front Office Appt/ Reception	Broadway Building – 5 th Floor	M – F; 7:15 – 4:15pm	Strong computer skills, customer service excellence, ability to work effectively with patients and staff in busy setting, organizational skills and attention to detail. Medical terminology and experience preferred.
Phlebotomist	Lab; Broadway Building	M – F; 9:00 – 6:00pm	Phlebotomy experience preferred. Demonstrate excellent customer service and team work, computer skills.

Please submit cover letter and resume by emailing to 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.