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**Job Postings for Website**

**As of July 5, 2022**

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| **Date Posted** | **Quantity** | **Name of Position** | **Location** | **Status** | **Description** |
| **4/2/2022** | **1** | **Medical Assistant - BILINGUAL** | **Calumet, MLK, Merrillville** | **Full-Time** | Qualified candidates must have proof of Certification as a Medical Assistant, at least 1 year CMA experience (preferably in an FQHC clinic setting), experience in patient registration process, possess exceptional organizational skills, and work well within a team environment. Multi-task in the role to register, check-in, and check-out patients. Prepare examination and treatment areas. Prepare patient for examination, treatment, and procedures. Document care of patient via electronic medical record. Collect, complete and process lab specimens and required paperwork. Prepare, administer medications and immunizations, under the supervision of the provider. Process sample medications, prescriptions, and refills as directed. Provide patient education. Assist provider with screening and follow-up with patient test results. Expedite referrals to other health care providers.  Route phone calls. Check medications for expiration dates and proper labels. Provide excellent customer service to patients, staff, and visitors. |
| **4/1/2022** | **2** | **Obstetrician/Gynecologist Physician (OB/Gyn)** | **Merrillville, MLK** | **Full-Time and Part-Time** | Medical License (MD/DO) in good standing in the State of Indiana) The OB/GYN Physician’s primary job function is tobe responsible for the provision of comprehensive women’s health care for patients of Community HealthNet, Inc. (CHN), and for specialty surgical procedures, both outpatient and inpatient care, which fall under his/her field of licensure and training, and in accordance with approved privileging. This CHN provider works independently and interdependently with other clinic providers.  The OB/GYN Physician is expected to be familiar with the philosophy, goals, and objectives of the Patient Center Medical Home (PCMH) model and work collaboratively with other members of the patient care team to achieve maximal health outcomes for (CHN) patients.  The Physician must meet credentialing requirements for CHN and Methodist Hospitals, as applicable, and must demonstrate clinical competency in the areas of Obstetric/Gynecologic Medicine. |
| **4/1/2022** | **1** | **Family Physician (MD / DO)** | **MLK** | **Full-time** | Medical License (MD/DO) in good standing in the State of Indiana). Provide comprehensive primary health care services in an ambulatory clinic setting, including laboratory and diagnostic workup, and sub-specialty referrals. Access health status of patient through health history, taking physical examination and diagnostic tests. Review diagnostic reports and incorporate access of appropriate resources i.e. behavioral health, case management, referral services, etc.  Participate in shared call system with other providers to provide continuous coverage for CHN patients on a 24-hour basis. Ensure the primary care team nursing/ancillary staff follows up with the patient on diagnostic results, patient follow-ups, outside referral reports, etc. in a timely manner. Seek to promote maximal health among clinic patients by working in collaboration with the Patient Care Team to ensure each patient is treated as a whole and has satisfactory outcomes within the CHN Patient-Centered Medical Home model. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow-up, as appropriate, during each patient visit. Develop and implement a plan of care incorporating the patient’s input in the development of the treatment plan.  Prescribe medication in accordance with Indiana statute, valid Indiana CSR certification, and Federal DEA certification, and in accordance with CHN’s Prescriptive Policy guidelines.  Render care to CHN patients in accordance with quality standards as established by following best practice guidelines, applicable law, and according to state and federal grant requirements, regardless of race, sex, gender identification, sexual orientation, religion, handicap, age, and/or ability to pay. |
| **4/1/2022** | **1** | **Dental Hygienist** | **5th Avenue** | **Full-Time** | Graduate of an accredited Dental Hygienist program approved by the State of Indiana in fulfillment of education requirements for licensure. Holds valid Indiana Dental Hygienist License, and Dental Hygiene Anesthesia Permit. Provide appropriate Oral Health information to patients, and maintaining accurate dental patient histories. Following precise OSHA and CHN Safety guidelines, the Dental Hygienist will assist with operatory and laboratory upkeep. Perform Examination of teeth and surrounding tissue.  Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums. Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer. Examine gums to locate periodontal recessed gums and signs of gum disease. Apply fluorides and other cavity preventing agents to arrest dental decay.  Administer Local Anesthesia. Accurately review and update patient medical and dental histories in patient’s dental records. Accurately chart conditions of decay and disease for diagnosis, and treatment by Dentist, in accordance with the PCMH team approach. Accurately document the dental hygiene treatment provided during the patient visit. Ensure Protected Health Information (PHI) of patients, is always secured in accordance with CHN’s Privacy and Security Policies, and in accordance with HIPAA guidelines. Expose and develop x-ray film. Ensure all x-ray exposures meet the necessary quality for providing an accurate diagnosis and treatment. Provide clinical services and health education to improve and maintain oral health of school children. Conduct Dental Health clinics for community groups to augment the importance of Oral Health. Educate patients about dental diseases, nutrition, and proper dental care, as part of CHN’s Patient Centered Medical Home Team approach. |
| **4/15/2022** | **1** | **Custodian** | **5th Avenue and MLK** | **Full-Time** | High School Diploma required. Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces. Sweep and mop floors and vacuum carpets. Wash and sanitize toilets and sinks and restock disposables (e.g. soap). Wipe mirrors and windows. Maintain outer premises by watering plants, mowing lawn, cleaning entrances. Utilize insecticides to prevent infestation by dangerous pests. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.). Report major damages and oversee repairs. Secure facilities after operating hours by locking doors, closing windows, and setting up the alarm. Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.) |

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| **4/18/2022** | **2** | **Registrar (Floater) and Dental Registrar**  **Bilingual preferred** | **Hammond** | **Full Time** | High School diploma or GED, and graduate of state approved Medical Assisting certification program, with one year practice experience as a Medical Assistant. Valid CPR Certification; Valid TB Certification. Knowledge of Patient Centered Medical Home Initiative and Meaningful use of electronic health records. Answers incoming calls in a courteous and professional manner, addresses the nature of the call, and directs to appropriate department to ensure good customer satisfaction. Greets patients and visitors in a cordial and friendly manner, directs full attention to patients and visitors, making eye contact, determines purpose of visit and directs them to appropriate department to ensure a positive customer service experience. Provide a sign-in sheet at front counter for patients to sign in upon arrival for their appointment, to ensure all patients are registered, while maintaining HIPAA confidentiality. Registers new and established patients, efficiently, accurately and expeditiously, inputting and/or updating all pertinent patient information, including demographic information, into the Practice Management system, and obtains written consent for release of patient medical records. |
| **4/18/2022** | **1** | **Community Health Worker (HIV)-**  **(ON HOLD)** | **5th Avenue** | **Full-Time** | High school diploma or GED Required. Associate or bachelor’s degree in health, Social Services, or Marketing field preferable; or two years related outreach experience and/or training, or equivalent combination of education and experience. Identify individuals who know they are HIV-positive but are not in HIV medical care by receiving referrals, utilizing organizational information about missed appointments, and conducting outreach at various community organizations and venues. Work to build the trust and confidence of clients. Participates in, coordinates, and/or attends community events such as health fairs and community forums, as a representative of CHN. Conducts community presentations and other necessary outreach activities in CHN clinics’ service areas in Lake County Indiana. Provide accurate information to clients about living with HIV, preventing further transmission, the benefits and challenges of HIV care and treatment, and available services and how to access them. Together with case managers and clinical staff, support clients throughout the early part of their care so they participate fully, become educated, and can advocate for themselves. Help clients to develop confidence about their participation in HIV treatment. Work with case managers to assist clients in identifying services to address other aspects of their life that affect their health, such as mental health and substance abuse treatment, domestic violence services, housing programs, and education and employment services. |
| **4/1/2022** | **1** | **EDI Specialist** | **5th Avenue** | **Full-Time** | High school Diploma or GED. Certification in Medical Coding preferred. Minimum 3 years of experience billing government and non-government claims. Minimum 3 years of experience with claims processing. Understands how to read an Explanation of Benefits (EOB) form. Supports the back-end billing functions with expertise in clearinghouse management of claims. Assures that claims are passing the National Correct Coding Initiative (NCCI) I edits in order to process for adjudication of payment. Reviews claims, files, and batch reports by electronic data interchange in order to work and review all relevant clearinghouse reports. Determines the clearing of claims filing errors and submits corrected claims through the clearinghouse. Monitors the return of the claims acknowledgment reports from the insurance carrier. Tracks receipt of claims to the insurance carrier to make necessary corrections and notes the patients’ accounts that are affected. Answers incoming calls to billing department in a professional, customer friendly manner. Advises CFO/Billing Manager of issues affecting the efficiency of the Billing Department, such as system problems, personnel issues, equipment problems, etc. and offers suggestions to improve efficiency. Effectively communicates with clinical department staff to resolve billing questions and issues. Answers questions related to claims/invoices from patients, clerical staff and insurance companies. Post payments and adjustments to accounts on a daily basis, processing secondary claims according to department policies and procedures. |
| **4/1/2022** | **2** | **Engagement Specialist** | **5th Avenue** | **Full-Time** | High School Diploma or GED.Identify community needs throughout Lake County and foster relationships with community resources available to meet those needs, so Community HealthNet Health Centers can collaborate with or deliver direct services to our patients and clients. Serve as a community resource liaison in order to assist individuals and families in gaining access to integrative health services through Community HealthNet Health Centers; or link to additional services/resources throughout Lake County. Research and gather information on the various community events throughout Lake County and participate in collaborative meetings with these organizations in order to gain necessary information. Foster healthy professional partnerships with local and regional agencies on behalf of CHN. Create a professional and welcoming atmosphere in CHN health centers and at events attended on behalf of CHN. Provide quality activities and table set-ups during all of the CHN Engagement activities. Educate and present information to the community on behalf of CHN in a variety of settings i.e. community agency alliances, engagement group presentations, health and wellness screenings, local schools, daycares, and churches, to ensure the success of all engagement activities. Regularly distribute materials to patients, community residents, local partner organizations and businesses regarding CHN services, programs and or for any events. Assess individuals and family needs using techniques such as motivational interviewing in order to problem solve and take a proactive approach to deliver high quality customer service. Ongoing research and knowledge of current information related to health care enrollment in order to communicate current policies, laws and/or requirements to individuals, families, agencies, and the community at large. |
| **4/1/2022** | **1** | **Senior Staff Accountant** | **5th Avenue** | **Full-Time** | Bachelor’s degree in accounting or a Bachelor’s degree in business with an emphasis in accounting is required. Two years accounting related work experience required. One year previous medical office accounting experience preferred. Prepares, reconciles, and records daily cash deposits for all sites. Prepares and records accounts payable transactions. Posts/codes all invoices into accounts payable system, utilizing accounts payable software and handles vendor processing of payments in a professional timely manner. Codes all invoices for proper accounting of expenditures, in all departments, clinic sites, etc, to ensure accurate financial tracking, planning, and auditing purposes.Communicates with vendors when there are payment delays, and ensures record keeping is accurate; so payments are made promptly to ensure Community HealthNet’s credit rating is kept in good standing. |
| **4/25/2022** | **1** | **Administrative Assistant- Outreach and Engagement** | **5th Avenue** | **Part-Time - Afternoons** | Associates degree in related field plus five years’ experience or 10 years senior management/administrative support experience. Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions, such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Coordinates scheduling of appointments, for the department, as required. Maintains the department’s calendar and computer data.  Drafts correspondence for the department in accordance with oral and written instruction.  Gathers data for reporting purposes as required by the department. Prepares meeting notices, agendas, and materials for distribution at various meetings, as directed by the department. Attends various meetings, as required by the department to record accurate minutes of the meetings, and ensures information is distributed to appropriate parties, as directed by the department, as well as maintaining the minutes of each meeting in appropriate files. |
| **4/2/2022** | **1** | **Chief Medical Officer** | **5th Avenue** | **Full-Time** | Graduate of Medical School. 5 years of Professional experience in the Medical Field. 3 years of Medical Administration. Valid IN Physician License. Assist in the recruitment, selection, and evaluation process of physician and midlevel provider staff. Assist in defining the quality-of-care standards in alignment with key partners/payers for equitable comparisons and pay for performance benchmarks including HEDIS and Meaningful Use measures, as well as other recognized quality care standards. Provide care to CHN’s patients, within the scope and practice guidelines of their specialty, board- certification, (Family Medicine Preferred), training, state and federal licensure, and certification; while utilizing the patient care team approach to health care. Ensure peer review processes are consistently followed by all CHN providers. Advise and assist the COO in meeting medical staffing requirements, and with the scheduling of medical providers at all CHN health center locations. Review quality of care provided by CHN medical personnel through periodic chart reviews, the review of meaningful use reports, and provider evaluation processes. Meet with the Executive and Management team of Community HealthNet periodically to help define quality, operational, and financial goals. Track Physician supervisory review processes of all mid-level providers on an ongoing basis. Provide oversight, guidance, and direction to clinical staff to ensure that QI/QA issues, studies, and workgroups are focused on key strategies designed to sustain CHN as a recognized Patient-Centered Medical Home Model. Provide oversight, guidance, leadership, and direction to staff to ensure that workflow, personnel concerns, and other organizational issues are tended to and followed up on. Assist the COO and CHN Board of Directors in the development and implementation of clinical policies, procedures, and protocols. Work with the COO and Executive staff to guide CHN’s Board of Directors on relevant quality care endeavors, PCMH triple aim principals, and actively work to promote adoption and change where appropriate. As a leader of the QI/QA Committee, oversee the completion of Patient Experience Survey processes and report final results to the COO, CEO, and Board of Directors. |
| **4/25/2022** | **1** | **Administrative Assistant- Finance Department (On Hold)** | **5th Avenue** | **Part-Time** | Associates degree in related field plus five years’ experience or 10 years senior management/administrative support experience. Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions, such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Coordinates scheduling of appointments, for the department, as required. Maintains the department’s calendar and computer data.  Drafts correspondence for the department in accordance with oral and written instruction.  Gathers data for reporting purposes as required by the department. Prepares meeting notices, agendas, and materials for distribution at various meetings, as directed by the department. Attends various meetings, as required by the department to record accurate minutes of the meetings, and ensures information is distributed to appropriate parties, as directed by the department, as well as maintaining the minutes of each meeting in appropriate files. |
| **4/11/2022** | **2** | **Dental Assistant** | **MLK** | **Full Time** | High School Diploma or GED  Graduated from an accredited program for Dental Assistants. Two years of experience as a Dental Assistance. Assists the dentists during oral exams by charting treatment plan as dictated by dentists  Assist dentist during procedures by passing appropriate instruments and materials  Prepares and mixes dental materials necessary and/or instructed by dentists. Maintains a clear operative field by retracting lip, cheek, tongue and by using suction, air and water syringe. Assists the dentists by taking impressions for lab procedures, cement and remove temporary bridges and crowns, apply dental sealants, removing excess cement, etc. Assists as directed and in accordance with training during oral surgery. Prepare Clinical Areas. Reviews chart with Dentist to establish treatment plan. Reviews medical chart for medical history and medications to ensure proper anesthetics and treatment. Prepares operatory for treatment planned. Arranges appropriate dental instruments necessary for treatment. Seat patients. Disinfect chair and operatory equipment between patients. Removing used instruments and cassettes from operatory to soiled area. Ensures that instruments are run through the ultrasonic cleaner, wrapped or bagged as appropriate with sterilizing indicator strips. Disinfects impressions and other materials used during procedures. Trainer/lead responsibilities. Act as trainer to new staff by assisting in their orientation. Pours and trims models made from impressions and fabricates custom trays. As directed or in accordance with state law, exposes, develops, mounts and duplicates radiographs. Performs routine maintenance equipment |
| **06/01/2022** | **1** | **Medical Records Clerk** | **5th Avenue** | **Full Time** | Responsible for maintaining the integrity of all patient medical records, which includes prompt scanning/filing/handling/processing of all patient related documents and patient records, while maintaining patient confidentiality according to HIPAA guidelines, and Community HealthNet’s Information Security Policies. Ensures that all chart requests for transfer of records are completed in a timely manner with the appropriate release of information documentation. Processes all medical records request by patients/staff/third parties by copying medical records for release of information while ensuring the safety and confidentiality of all records. Scans documentation, laboratory, radiology reports, etc. into each patient’s electronic chart within 24 hours of receipt of each document. Ensures that all Medical Record Faxes are removed from the fax machine and processed in a timely manner, then placed in a secure area or in the shred container in order to maintain patient confidentiality. Reports to the Director of Risk Managementwhen supplies are low in the department, to help ensure an appropriate level of supplies and other materials are always maintained. Maintains confidentiality of all current and former patient medical records in accordance with Community HealthNet, Inc.’s Information Security policies, HIPAA confidentiality requirements, and any/all other confidentiality regulations of all other governing regulatory agencies. Attends mandatory staff meetings and medical records department meetings as required. Responsible for performing all other duties as assigned by Community HealthNet Health Centers Risk Manager & Privacy Officer. |
| **06/13/2022** | **1** | **Behavioral Health Consultant - Licensed Clinical Social Worker** | **5th Avenue** | **Full Time** | Provides, oversees, and/or administers a wide range of psychosocial evaluation/assessment, diagnostic, counseling therapy, crisis intervention, and/or case management services in a clinical environment which requires a high degree of independent decision-making and the ability to function as an interdisciplinary team member. Leads and trains counselors/social workers with lesser experience or credentials, and/or interns engaged in related therapeutic/patient care activities, as appropriate to the individual position.  Provides counseling, therapy, and/or psychotherapy to clients and families as appropriate to the position; prepares treatment plans, discharge plans, and follow-up care programs; provides therapeutic crisis intervention and emergency services as required. Collects data about patients through interview, case history, psychological tests, and/or observational techniques; evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists. Consults with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refers clients to appropriate service agencies as required. Provides and/or arranges for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems. Refers clients to Case Management for referrals and linkage to social service agencies. Follows up to determine reliability of treatment using behavioral health screens; changes method and degree of therapy when indicated. Establishes and maintains case files, referrals, and other related documents for the treatment of clients; prepares related documentation for civil commitment hearings or other legal proceedings; keeps abreast of patient data to ensure appropriate treatment and care are delivered. Consults with other legal and treatment agencies and individuals in relation to patient/client records, rights, and responsibilities. |

**Please email a copy of your Resume to** [**HR@chn-indiana.org**](mailto:HR@chn-indiana.org)

**CHN is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.**