

DESERT OASIS HEALTHCARE

CAREER OPPORTUNITIES

2/3/2012

JOIN OUR TEAM

Strong, Committed, Established and Growing HealthCare Organization with Locations throughout the Coachella Valley.

Excellent Salary and Benefits* including:

- 100% Employer paid HMO Medical Insurance
- 100% Employer paid Dental Insurance
- 100% Employer paid Long Term Disability Insurance
- Employer paid Term Life Insurance/AD&D \$50,000
- Retirement 401(k) plan with Employer Match
- Flexible Spending Accounts
- Paid Time Off (PTO) of 200 hours
- Low Cost PPO Medical Option
- Nominal Fee Vision Insurance
- **Employee Assistance Program & Other Benefits**

*Eligibility determined by actual plan documents. Pricing listed is for Employee only category

Desert Oasis Healthcare is an Equal Opportunity Employer

RN (Job #12-0120) ***Per Diem position, Immediate Care Department, Palm Springs, Ca.***

Provides care/services under the California State Law defining the Nurse Practice Act.

Requirements: Current California RN License. Minimum of 2 years experience in an acute care, emergency room, urgent care or immediate care. BLS and ACLS required. Proficient with I.V. skills.

L.V.N. (Job #11-0167) ***Per Diem position, Immediate Care Department, Palm Springs, Ca.***

Provides care/services: patient assessment/evaluation, patient planning/implementation, medication administration, ECGs, dressing/sutures/orthopedic appliances, patient/provider assistance, non-invasive procedures, testing, documentation/information, responds to all codes, Quality Control activities, lab draws, specimen processing & other as assigned.

Requirements: Current California LVN license. Minimum of 2 years experience in an acute care, emergency room, urgent care or immediate care. Current BLS/ACLS certification. Proficient with I.V. skills.

RN, Case Manager (Job# 11-0285) ***FT position with benefits, Case Management, Palm Springs, Ca.*** *Concurrently monitors and reviews all hospitalized patients for medical appropriateness, makes recommendations for alternative levels of care, identifies potential barriers or delays in service and facilitates discharge planning activities.*

Requirements: Current California RN License. Minimum of 5 years recent acute hospital experience, including experience with telemetry as well as a broad knowledge of various nursing disciplines. Minimum 2 years previous experience in management or leadership role preferred. Prior experience in chart review and analysis required. Must possess an extensive understanding of varied diagnostic and invasive procedures and the ability to anticipate care plan changes based on their findings. An awareness of Level of Care, Intensity of Service and Severity of Illness criteria, Discharge screens, Skilled Nursing criteria (for SNF) and Home Health criteria. Ability to communicate professionally and interface assertively with Physicians. Current California driver's license and proof of insurance. Driving required.

RN, Case Manager (Job #11-0278) **FT position with benefits, Home Health, Palm Springs, CA.** Plans, organizes and directs home care services for case load patients. Initiates the plan of care and makes the necessary revisions as the patient status and needs change. Oversees the care of the patients, coordinates nursing visits, and serves as a resource to other staff and discharges patients once plan of care has been met.

Requirements: Current California RN license. Minimum of 1 to 2 years recent acute experience required. Minimum of 2-5 years in Home Health preferred. Basic computer skills. Knowledge of Word, Excel and McKesson a plus. Current BLS certification. Current California driver's license and proof of auto insurance.

R.N, Field Nurse (Job #10-0190), **FT position with benefits,** (Jobs #10-0172, #10-0181& #10-0182 **FT Weekends/12 hr. Shifts positions with benefits, Home Health Department Cathedral City, CA -**

Enjoy working close with our patients by working in the field to assist in the planning, organizing and directing of home care services which may include initiating the plan of care and making necessary revisions as the patient status/needs change. Communicate with Case Managers and interdisciplinary team as needed.

Requirements: Current California RN License and BLS certification. Minimum of 1–2 year's recent acute care experience. Basic computer skills. Current California driver's license and proof of auto insurance. Minimum 1-3 years home health experience preferred. Knowledge of Word, Excel and McKesson as plus.

PHYSICIAN ASSISTANT/NURSE PRACTITIONER-CERTIFIED/R.N. (CNS) Vascular Surgery/Wound Care/ P.T – Wound Care (Job #11-02019), **FT position with benefits, Vascular Surgery Department, Palm Springs, CA.**

Assist vascular surgeon, supervise staff, with all aspects of this encompassing vascular surgery practice. Academic practice includes performing H&PS, assisting in all spectrum of vein procedures (RFA/laser/sclero tx, etc.) in new procedure room. Interact with vascular lab two RVTs in the 2 new ultrasound rooms, participate in a holistic approach to wound care that includes sharp debridement, vacs/artificial tissue placement in the new 2 bed wound care suite, administer medications including intravenous solutions, other vascular procedures and supervise rotating students.

Requirements: Certified Physician Assistant/Certified Nurse Practitioner/R.N. with specialty in surgery (CNS). Base knowledge commensurate to degree. Minimum of two years direct hands-on experience with surgical patients. Additional medical/surgical/vascular experience, possibly academic a plus. Must know the basics of medicine and surgery. The specifics of vascular will be taught.

Medical Assistant - Float (Job #12-0114) **FT Position with benefits, Outreach Services, Outreach Services, Palm Springs, Ca.** Performs basic technical, administrative and clerical services for a licensed physician, surgeon or a licensed podiatrist in compliance with: Section 2070 and 2071 of the Business and professions Code, and Title 16 of the Medical Practice Act in the Stat of California.

Requirements: High School Diploma or equivalent. Graduate of a certified Medical Assistant program. 1 year recent experience in a physician's office or clinic setting. Phlebotomist certification or experience required. Excellent customer service skills. Able to effectively interact with physicians and patients.

Medical Assistant (Job #11-0286, Job #12-0104) **Per Diem, Outreach Services, Outreach Services, Palm Springs, Ca.** Performs basic technical, administrative and clerical services for a licensed physician, surgeon or a licensed podiatrist in compliance with: Section 2070 and 2071 of the Business and professions Code, and Title 16 of the Medical Practice Act in the Stat of California.

Requirements: High School Diploma or equivalent. Graduate of a certified Medical Assistant program. 1 year recent experience in a physician's office or clinic setting. Phlebotomist certification or experience required. Excellent customer service skills. Able to effectively interact with physicians and patients.

Operations Coordinator (Job #12-0115) **FT position with benefits, Clinical Research Department, Palm Springs, Ca.** The Operations Coordinator is responsible for quality assurance and provides essential organization and coordination of clinical studies based on protocols, good clinical practices and FDA guidelines. Ensures smooth and accurate progress of the study from planning to end stages.

Requirements: High School diploma or equivalent required. Bachelors preferred. Certified Phlebotomist or Certified Medical Assistant eligible for training as a CPT1 required. Minimum of 3 years experience as CRC and 5 years experience in a health care environment required. Basic computer skills with the knowledge of Word and Excel. Bilingual a plus. California driver's license and proof of insurance.

NextGen Training Specialist – Front Office (Job# 12-0107) **FT position with benefits, NextGen Dept, Palm Springs, Ca.**

The Training Specialist will plan, develop, coordinate and implement a comprehensive training program responsive to the needs of all NextGen software End Users.
Requirements: 2-3 years experience in curriculum based training with strong presentation skills, Bachelor's degree in Computer Sciences or other applicable discipline preferred. Strong computer skills in Windows based software. Strong knowledge of medical front office scheduling and billing experience preferred. Current driver's license and proof of insurance required.

NURSE PRACTITIONER (Job #11-0142) **FT position with benefits, Family Hospice Care, Palm Springs, Ca.**

Provides direct patient care for patients under Hospice and Palliative Care services under the supervision of Family Hospice Care's Medical Director and Hospice physicians. Provides patient/unit of care education regarding chronic health conditions, Advance Directives, palliation, disease progression and end of life symptom management.

Requirements: Advance Degree in Nursing/Advance Practice Nurse Certification with Furnishing and DEA number. Five years of healthcare experience. Hospice experience preferred. Experience in an Accountable Care environment (managed care) and knowledge of said systems preferred. Understanding of the Performance Improvement Process and Medicare conditions of participation. Program development experience is desirable.

Bereavement Counselor (Job #12-0119), **FT position with benefits, Family Hospice Care, Palm Springs, Ca.** *The bereavement Counselor is responsible for supporting the Bereavement Coordinator within the bereavement program. The responsibilities include: Telephonic bereavement and spiritual support, chart reviews, clerical support, data base management, grief group management and education planning.*

Requirements: Bachelor's Degree from an accredited institution. Master of Divinity preferred. Two years of pastoral experience is preferred, with one year in a clinical setting. Minimum of 1 unit (400 hours), preferable two or more of clinical pastoral education (CPE) accredited by one of the following: A) Association of Clinical Pastoral Education. B) National Association of Catholic spiritual Counselors or, C) Canadian Association for Pastoral Education. Equivalencies to CPE may include one of the following: Evidence of clinical pastoral care educational experience, which includes supervision of ministry, peer group participation and theological reflection. AAMFT, AAPC or AMHC certification is preferred or Masters of Social Work. Current California Driver's License and proof of insurance.

Social Worker (Job #12-0111) **FT position with benefits, Family Hospice Care, High Desert Area.** *The Social Worker is the member of the interdisciplinary team whose primary function is to provide diagnostic assessments of the psychosocial and economic needs of the patient/family unit, define social service goals for alleviating these needs and help provide both the counseling and casework needed to meet these goals.*

Requirements: Master of Social Worker Degree (MSW) from a school accredited by the Council on Social Work Education. Clinical experience relevant to the psychosocial needs of patients and families. Licensure if Licensed Clinical Social Worker (LCSW). One year of social work experience in a health care setting. Must have knowledge of the end of life process and bereavement. Knowledge of non-invasive pain and symptom control. Demonstrates the ability to use good listening and communication skills. Current California driver's license and proof of insurance.

Spiritual Counselor, (Job #11-0144) **FT positions with benefits, Family Hospice Care, Palm Springs, CA.**

Provide the spiritual needs of the patients, families, caregivers and staff, including volunteers with pastoral care interventions, which are determined by spiritual assessment, the specific setting & sensitivity to a variety of values, beliefs and religious orientations. Accountable for the delivery of bereavement services by the team to the patient & family.

Requirements: Master of Divinity Degree from an accredited institution. Ordination of CPE of 400 hrs minimally. AAMFT, AAPC or AMHC certification required. Minimum of 1 year in a clinical environment and 2 years pastoral experience. Be available for attending deaths as needed. Valid CA driver's license and proof of auto insurance.

Quality Assistant II (Job #12-0102) **FT position with benefits, Family Hospice Care, Palm Springs, CA.**

The Quality Assistant II is a licensed nurse who is responsible for assisting the Quality Manager and other members of the Quality Team with activities of the Quality Assurance Performance Improvement program. The Quality Asst. II works under the direction of the Quality Manager to support members of the Quality Team with analysis and implementation of processes and programs to meet regulatory compliance and standards of practice for Family Hospice Care.

Requirements: RN or LVN with 5 years healthcare experience. Hospice or Quality experience preferred. A basic understanding of the performance improvement process and Medicare conditions of participation. Understanding of Continuous Quality Improvement Principals.

Claims Examiner (Job #11-0279) **FT position with benefits, Claims Dept., Palm Springs, Ca.**

To process for payment all encounters, ancillary, hospital, tertiary and specialist claims according to contract.

Requirements: High School diploma or equivalent with a minimum of 5 years Medical Claims processing experience. Knowledge of Medicare payment methodologies including IPPS/DRG, OPPTS, RBRVS, medical terminology and managed care health plan rules and regulations, ICD-9 and CPT codes. Strong computer skills, EZ-CAP experience preferred.

CODER I, (Job #11-0270) **FT position with benefits, Coding Department, Palm Springs, Ca.**

Be responsible for performing auditing and coding functions for Desert Oasis Healthcare providers.

Requirements: Minimum of one year coding or directly related medical experience/or completion of a formal coding training program, or CPC-A. Knowledge of ICD 9 and HCC codes preferred. Excellent computer skills using Windows based programs. Driving required, current California driver's license and proof of auto insurance.

Billing Specialist (Job# 12-0112) **FT position with benefits, Finance Department, Palm Springs, Ca.** Generate hospice billing to Medicare and MediCal for two hospices. Monitoring and analysis of payments, bad debt, overpayments and adjustments to Hospice accounts receivable. Payment posting regarding monthly revenue, receivables, write-offs, allowances and adjustments. Preparation of billing reports for month end close, including accounts receivable, aging and cash reconciliation. Oversight of procedures related to patient pay source changes. Assistance to Controller and other staff in completing monthly close and year-end audit of A/R. Collaborating with hospice companies on A/R issues and further education on policies and procedures.

Requirements: High School diploma or equivalent required. Knowledge of hospital and physician billing including Medicare and MediCal compliance and billing procedures. Knowledge of electronic claims transmission. Knowledge of McKesson Horizon Homecare preferred.

Supervisor – EHR Physician Technologies (Job# 12-0118) **FT position with benefits, Finance Department, Palm Springs, Ca.**

Responsible for the technical management of the NextGen EHR content to ensure efficient workflow, timeliness and system integrity, including templates, NextMD, and other EHR user system support.

Manager – Business Informatics (Job# 12-0117) **FT position with benefits, Finance Department, Palm Springs, Ca.**

Responsible for all aspects of the development/support and maintenance of company transaction systems, including data warehouse, EZ-Cap, McKesson, Ascender, Dawn, etc. Responsibility for data integrity and functionality. Works to develop effective reporting and integration of data systems.

Submit resume to:
Careers@mydohc.com

Or

Fax to:
(760) 416-3877

Please include job number

Human Resources Department at 255 N. El Cielo, Suite C-327 in Palm Springs. No appointment necessary.

Mailing address: 275 N. El Cielo Road

(Internal Candidates must submit a "Request to Transfer".)

Desert Oasis Healthcare driving policy

If the position for which you are applying requires driving as part of your job, you will be subject to the following policy requirements, 3 points against a driving record or one major violation within the past five years will result in ineligibility for the position.