

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

<b>JOB TITLES</b>	<b>QUALIFICATIONS/JOB DESCRIPTION</b>
Anesthesia Technician	Bachelor's Degree in health care related field preferred or a suitable combination of education and experience. Three years experience as an Anesthesia Technician. Certification in CPR and knowledge of current first-aid procedures required.
Animal Research Tech	HS Diploma or equivalent and two years experience in an animal research facility. Able to speak and write fluent English, Certification by AALAS at the ALAT level required.
Audiovisual Technician	High school diploma or GED or an associate degree in audio visual technology or a related field, such as digital media. Certified Technology Specialist (CTS) certification preferred.
Cardiac Sonographer	Two years of college and completion of an accredited program in Ultrasound or equivalent combination of education and experience. Registered or registry eligible by the American Registry to Diagnostic Medical Sonographers. Certification in Cardiopulmonary Resuscitation required. Must maintain active registry status.
Central Supply Technician	HS Diploma or equivalent. Current certification for Central Service by an accredited agency as IAHCSMM or the National Certification for Surgical Technologist. Good communication and interpersonal skills. Must be able to follow oral and written instructions and do basic mathematical calculations. Position may require flexible work schedule, weekends and holidays.
Certified Mammographer	Certificate from an accredited School of Radiologic Technology. New York State license or temporary permit to practice Diagnostic Radiology. Registered Technologist, American Registry of Radiologic Technologists. Advance Certification in Mammography.
Certified Occupational Therapist Assistant	Associate's Degree in Occupational Therapy, NYS O T Assistant Registration, NYS License required
Certified Respiratory Therapist (CRT)	New York State respiratory technician license; Certified by the National Board for Respiratory Care (NBRC - CRT credential). Registry Eligible Respiratory Therapist (RRT Eligible)
CT Scan Technologist	Certificate from accredited school of Radiologic Technology, NYS License or registered by ARRT. Certificate from accredited School of Radiologic Technology. New York State license or temporary permit to practice Diagnostic Radiology. Two (2) years experience in CT. Certified by the American Registry of Radiologic Technologists (ARRT).
Dental Assistant	HS Diploma or equivalent, certificate of completion from a licensed Dental Assistant school.
Dental Hygienist	Bachelor Degree, NYS Dental Hygienist License
Dialysis Tech Assistant	Associate's Degree or certificate, and a minimum six months experience.
Dietary Aide / Technician	HS Diploma, 6 months clinical experience as Dietary Aide or in related setting

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Electroneurodiagnostic Tech I	HS Diploma or equivalent, certificate of completion from a licensed EEG school plus one year of video-monitoring (CCTVEEG) experience
Electroneurodiagnostic Tech II	HS Diploma or equivalent, Certificate of Completion from a licensed EEG school plus three years of video-monitoring (CCTV-EEG).
Endoscopy Technician	HS Diploma, Endo Lab experience, CPR Current certification as certified flexible endoscope reprocessor. Good communication and interpersonal skills. Must be able to follow oral and written instructions and do basic mathematical communication and interpersonal skills. Must be able to follow oral and written instructions and do basic mathematical calculations. Position may require flexible work schedule, weekends and holidays. Knowledge of specific health care products, patient care equipment, instruments, medical terminology and basic use is required. Basic computer skills required.
Lab Clerk / Aide	HS Diploma or equivalent, experience assisting with standard lab tests
Lab Technician	Associate Degree in Clinical Laboratory Sciences. NYS Lab Technician License
Lab Technologist	Bachelor Degree, NYS Clinical Laboratory Technologist's License
Magnetic Resonance Imaging Specialist	Bachelors degree. Meets American College of Radiology (ACR) accreditation eligibility requirements. Two years MRI experience. Good Communication Skills.
Medical Assistant	HS Diploma, 1 year relevant experience or equivalent, Medical Assistant Certificate (School or Nationally Recognized Medical Assistant Certifying Organization), 1 year post-certificate paid work experience
Nuclear Medicine Technician	Associate's degree, Completion of a Nuclear Medicine Technology Certification Board (NMTCB) recognized nuclear medicine technology program. Eligible to take certification exam in Nuclear Medicine by either the: Nuclear Medicine Technology Certification Board (NMTCB) or The American Registry of Radiologic Technologists (ARRT)
Nursing Techs	Minimum 2 years experience in an acute setting. Previous facility experience as a nursing tech. Able to perform majority of patient care function with minimal orientation and supervision. Must possess excellent interpersonal and communication skills. Must successfully pass employment physical examination. New York Nurse Aide licensure in good standing, or ability to obtain a license within 60 days is required. Rehab experience is preferred.

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Nutritionist	Bachelor's degree in Nutrition or a related major. Clinical experience in a healthcare facility (requirement will vary depending upon the area of specialty). Registered Dietitian (RD) approved through the Commission on Dietetic Registration (CDR -the credentialing Agency for ADA) - must be Registered by the first evaluation after probationary period.
Occupational Therapist	BA, NYS License
Ophthalmic Technician	A minimum of 5 years, experience as a Certified Ophthalmic Photographer / Certified Ophthalmic Technician. Joint Commission for Allied Health Personnel (JCAHPO) approved institutional course.
Patient Care Technician	Education: High school graduate or equivalent required. Certification as a Patient Care Technician required. Minimum of one year of experience, as a Patient Care Technician within the last two years
Pharmacist	BA in Pharmacy and current NY State Pharmacist's License
Pharmacy Technician I	High School Diploma and 6 months relevant experience or an equal combination of education and experience. Excellent organizational and communication skills.
Pharmacy Technician II	High School Diploma and 2 years prior experience as a Pharmacy Technician or an equivalent combination of education and experience. Must have knowledge and understanding of medical and pharmaceutical terminology as well as knowledge of procedures and standards for the labeling and dispensing of drugs. Ability to understand and follow specific instructions and procedures. Excellent communication skills required. Strong background in the use of computers and basic Microsoft programs. Certification as a Pharmacy Technician (CPhT) is required
Phlebotomist	HS Diploma or equivalent and phlebotomy experience in hospital or lab. Must be certified as a Phlebotomy Technician.
Physical Therapist	BA, NYS License
Physical Therapist Assistant	Associate's Degree from approved Physical Therapy Assistant Program plus State Certification/ License
Physician Assistant	Completion of accredited PA Program, NYS License registry with NCCPA, CPR
Radiotherapy Technologist	Graduate of an approved AMA program in Radiation Therapy required. ARRT certified and NYS License in Radiation Therapy Technology. Good communication skills.

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Registered Dietician	Bachelor's degree in Nutrition Sciences or a related major. Successful completion of a Commission on Accreditation for Dietetic Education (CADE) 1200 hour dietetic internship program with emphasis on clinical applications. Registered Dietitian (RD). Successful completion of the RD exam approved through the Commission on Dietetic Registration (CDR - the credentialing Agency for ADA - must be obtained within the first six months of employment). Certified Dietitian / Nutritionist (CDN) - must be obtained within 1 year of employment)
Registered Respiratory Therapist (RRT)	Registered Respiratory Therapist (RRT) New York State respiratory therapist license; Registered by the National Board for Respiratory Care (NBRC - RRT credential). Certified Respiratory Therapist (CRT)
Registry Eligible Respiratory Therapist (RRT Eligible)	Eligible at time of hire for NBRC RRT examination (graduate of a two-year, CoARC (JRCRTE or CAAHEP) approved, therapist training program in respiratory care or otherwise meets other NBRC criteria); New York State respiratory technician or therapist license.
Social Worker	Master's Degree in social work, or its equivalent, (e.g., a higher degree from a social work program that is registered by the Department as licensure qualifying, accredited by the Council on Social Work Education (CSWE) or determined by the Department to be substantially equivalent to a registered program.
Speech Pathologist	BA and National Certification (or completion of courses for Masters Degree), NYS License required
Substance Abuse Counselor	BA, experience in field
Surgical Technologist	Certified by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Graduate of approved accredited school / program of Surgical Technology. One year experience as a Certified Surgical Technologist in a large complex Operating Room, preferred.
Surgical Technologist II	A high school graduate or licensed practical nurse. Some college courses preferred. Graduate of approved accredited school / program of Surgical Technology. One - two years experience as a certified surgical technologist in a large complex Operating Room. Certification a must.
Ultrasound Technician	Two years of college and completion of one year program in Ultrasound; eligible to take the Registry exam (ARDMS) or equivalent combination of education and experience.
Vascular Tech	Experienced vascular tech, RVT required. Must have excellent communication skills with patients and physicians and exceptional patient skills

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

X-Ray Technician	Certificate from accredited School of Radiologic Technology. New York State license or temporary permit to practice Diagnostic Radiology. Certified by the American Registry of Radiologic Technologists ( ARRT).
<b>Non-Clinical Positions</b>	
Accounting Clerk (A/R & A/P)	HS Diploma, experience in specific field. Receive and process all cash and credit card payments. Exposure to general ledger. Ability to review, audit and process invoices and identify errors. Experience with intermediate PC applications. Must have decision - making, problem solving and time management. skills.
Administrative Assistant I	HS Diploma, 1 year experience in specific field. Ability to accurately create, edit, save and print documents using Microsoft Word and Excel. Ability to professionally handle phones, schedule appointments, maintain calendar, type approximately 50 wpm.
Administrative Assistant II	HS Diploma, 2-4 years of experience in specific field. Ability to accurately create, edit, save and print documents using Microsoft Word and Excel. Ability to professionally handle phones, schedule appointments, maintain calendar, type approximately 50 wpm. Requires a certain degree of creativity and latitude.
Administrative Assistant III	HS Diploma, at least 5 years of experience in specific field. Ability to accurately create, edit, save and print documents using Microsoft Word and Excel. Ability to professionally handle phones, schedule appointments, maintain calendar, type approximately 50 wpm. A wide degree of creativity and latitude is required.
Cash Poster	Minimum education of High School Diploma or GED. Minimum of 1-2 years medical background and cash posting experience. Experience in medical billing, coding, medical records, and strong attention detail is a plus
Clerk	HS Diploma, experience in specific field. Performs general office functions such as photocopying, collating, envelope stuffing, sorting.
Computer Operator	HS Diploma or equivalent. Two year's experience with mainframe computer's and a working knowledge of PC's.
Data Entry Clerk	HS Diploma, experience in specific field. Provide data entry and support services.
Director	Degree in business administration or equivalent. At least 7 years of experience managing staff, meeting budget requirements and deadlines.

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Driver	Graduation from high school or equivalent required. Must possess a valid New York State commercial driver's license. Excellent driving record is required. Ability to negotiate through a variety of road conditions, including poor weather and occasionally heavy traffic.
Executive Assistant I	HS Diploma, 1 year experience in specific field. Ability to accurately create, edit, save and print documents using Microsoft Word and Excel. Knowledgeable in Powerpoint and Access. Works for all Senior Level Executives with the ability to handle phones, schedule appointments, maintain electronic calendar and type approximately 50 wpm.
Executive Assistant II	HS Diploma, 2-4 years of experience in specific field. Ability to accurately create, edit, save and print documents using Microsoft Word and Excel. Knowledgeable in Powerpoint and Access. Works for all Senior Level Executives with the ability to handle phones, schedule appointments, maintain electronic calendar and type approximately 50 wpm. Diplomancy and polished presentation required.
Executive Assistant III	HS Diploma, at least 5 years of experience in specific field. Ability to accurately create, edit, save and print documents using Microsoft Word and Excel. Knowledgeable in Powerpoint and Access. Works for all Senior Level Executives with the ability to handle phones, schedule appointments, maintain electronic calendar and type approximately 50 wpm. Diplomancy and polished presentation required. Independent judgement, creativity and little need for supervision.
Executive Secretary	HS Diploma or equivalent. One year basic training in Secretarial Science or lcosely related field. Two years of previous experience.
Health Information Management (HIM) Associate	Associates Degree, 2-3 years experience in are directly related to the position. Demonstrated thorough knowledge of Health Information Management or hospital operations required. Knowledge of medical terminology and personal computing skills required. Demonstrated leadership ability as well as excellent communications and interpersonal skills required.

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Hospital Biller	<p>18 months billing, customer service, and banking or related insurance expertise. Education High School and Office Practice Courses, 2-3 years Computer Applications Experience</p> <p>Special Skills Accuracy in typing minimum 35 WPM; computer manipulation; proficient with Microsoft Office, Attention to detail and excellent customer service skills. Familiarity with research methods and information sources, especially reliable web-based sources of information.</p>
Hospital Collector	<p>The ideal candidate for this role will have at least 2-3 years of Hospital, Third Party or Physician Accounts Receivable / Medical Collecting experience .</p> <p>Must have Commercial, Medicare or Medicaid insurance collections experience. Experience following up on unpaid medical collections. Proficient in Utilizing Microsoft Excel. High School Diploma</p>
Housekeeper	<p>Ability to communicate and understand English. High School Diploma or GED. Cleans and maintains assigned areas by emptying wastebaskets, sweeping, dusting, vacuuming, mopping, removing bags of soiled linens and cleaning medical equipment with appropriate cleaning apparatus. May perform auxiliary services in hospital laboratories, pharmacies and other special areas.</p>
Human Resources Recruiter	<p>HS Diploma, BS Preferred, experience in specific field. Responsibilities include using Excel, Access and PowerPoint to create complex presentations employing charts / graphs made from various databases. Other duties include recruiting, interviewing, coordinatind second interviews.</p>
I.C.D.-9 Coder	<p>HS diploma or equivalent. 2 years experience in the medical coding field, or coding certificate from an accredited school and1 year experience. Must have good knowledge of medical terminology, ICD9 and CPT codes. Must be able to utilize 10-key data entry function. Typing rate of 45 wpm is required. CRT experience helpful. Must be able to plan and prioritize workflow and produce an acceptable volume of work accurately.</p>

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Junior Administrative Assistant	<p>HS Diploma, experience in specific field. Provide general administrative and clerical support including billing and A/P.</p> <p>Answer telephone and give information to callers or route calls to appropriate person. Greet visitors, ascertain nature of business and escort visitor to appropriate person. Route incoming mail. Maintain filing system.</p>
Laborer I	<p>Applicants must have at least six months of full-time, or equivalent part-time experience in performing manual labor in connection with general construction or maintenance work.</p>
Laborer II	<p>Applicants must have at least one year of full-time, or equivalent part-time experience in performing manual labor in connection with general construction or maintenance work.</p>
Legal Contract Officer	<p>JD Degree plus a related internship or up to two years of related experience in a business or legal setting; or a BA/BS degree plus a minimum of eight years of experience in contract administration or procurement management required.</p>
Mail Clerk	<p>HS Diploma, experience in specific field. Ability to perform mailroom responsibilities including sorting and distributing mail and operating a simple mailroom. Possible lifting of light equipment.</p>
Manager	<p>Degree in business administration or equivalent. At least 5 years of experience managing staff, meeting budget requirements and deadlines.</p>
Medical Records Clerk	<p>HS Diploma, experience in specific field. Assemble medical record documents following established guidelines. Answer phones. Ensure year band is placed in all medical records for appointments and open medical record for new patient. File medical records in terminal digit order and open additional volumes as needed. Pull and prepare medical records for next day appointments. Pull and file x-ray films as needed. Print daily pull slips, progress notes and other daily forms.</p>
Maintenance Technician	<p>Experience in specific field, along with trade education. Maintain grounds, cuts lawns / shrubs and cleans walkways, including but not limited to shoveling snow. Assists with the removal of debris, loading / unloading and sorting supplies, equipment and / or tools at point of pick-up, delivery or distribution. Transports / distributes materials and supplies as needed.</p>



**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Medical Coder I- CPC or CCS	HS Diploma, AHIMA, RHIA or RHIT and / or CCP, CCS, 2 years experience in specific field. Medical coding in an acute care setting, must possess proficient computer skills (e.g. MS Work, Excel, ICD-9-CM, CPT-4, Encoder); knowledge of coding guidelines, payor guidelines, federal billing guidelines; knowledge of anatomy, physiology and disease processes; ability to research coding related issues; competence in coder training; must have CCS and knowledgeable with 3M / HDS coding applications.
Medical Coder II-CPC or CCS	HS Diploma, AHIMA, RHIA or RHIT and / or CCP, CCS, 4 years experience in specific field. Medical coding in an acute care setting, must possess proficient computer skills (e.g. MS Work, Excel, ICD-9-CM, CPT-4, Encoder); knowledge of coding guidelines, payor guidelines, federal billing guidelines; knowledge of anatomy, physiology and disease processes; ability to research coding related issues; competence in coder training; must have CCS and knowledgeable with 3M / HDS coding applications.
Medical Receptionist	HS Diploma, experience in specific field. Professional demeanor, corporate appearance, answer phones, direct calls, performs general clerical duties.
Medical Secretary	HS Diploma, experience in specific field. Performs all general administrative functions and has medical office experience. Broad understanding of Medical terminology. Proficient with Microsoft Word and Excel.
Medical Transcriptionist	HS Diploma and graduate of an accredited transcriptionist program Minimum one year experience. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form. Knowledge of medical terminology, anatomy and physiology.
Office Machine Operator	HS Diploma or equivalent. One year working in a print center environment. Proficiency in the use of reproduction related systems and equipment including: fax, scanner, puncher, inserter, folder, staplers, paper cutters, binders, velo-binder, stitcher and collator, counter.
Patient Registration	HS Diploma, experience in specific field. Ability to meet, greet, answer phones, pull and file charts.
Patient Services Representative	HS Diploma, experience in specific field. Ability to meet, greet and schedule patients on EMR Scheduling systems, answer phones, pull and file charts. Performs data entry of patients admitted for services.

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Payment Poster	HS diploma or equivalent. Manual posting of all insurance and patient payments. Knowledge of Electronic Remittance Summary posting. Balancing daily posting figures. Medical Manager knowledge. Comprehension of Explanation of Benefits. Knowledge of Managed Care (contracts). Typing/Computer skills/Calculator skills. Phone etiquette to Insurance . Word, Excel, Outlook
Principal Receiving Clerk	HS diploma or equivalent. 1-2 years experience in a Shipping and Receiving capacity. Knowledge of parcel shipping processes and systems is a plus. Attention to detail.
Principal Stores Clerk	High School Diploma or GED Certificate required. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position. At least two (2) years of prior clerical experience required, preferably in a healthcare setting. Demonstrated good customer relations skills and proficiency in data input required.
Principal Telephone Operator	HS Diploma or equivalent. One year customer service experience. Knowledge of PBX and switchboard processes preferred.
Programmer / Analyst	Bachelor's degree in Computer Science, Computer Technology or a related technical discipline. One year experience in operation of complex and/or technical software packages. Experience with C++, java and web services programming.
Property Control Clerk	High School diploma or equivalency. Detail to scheduling, time management, and ability to order and bill supplies
Purchasing Agent	HS Diploma, experience in specific field. BA preferred. Responsible for the procurement of goods, services and / or equipment for various departments. Create Purchase Orders.
Secretary I	HS Diploma or equivalent. Six months experience in data entry, drafting correspondence, organizing and maintaining paper and electronic files.
Senior Account Clerk	Knowledge of basic accounting principles and practices. Skill in using computer and application software for financial transactions. Knowledge of preparation, process, and verification of bank deposits. Ability to prepare journal entries and accounting reports. Ability to reconcile general ledger accounts as instructed. Problem solver o Skill in using common office machinery and equipment. o Skill in mathematical computations used in accounting. o Ability to communicate effectively, both orally and in writing. o Ability to establish and maintain effective working relationships with those contacted in the course of work.

**Q14-17 Addendum 2 6/27/14 Temporary Personnel Services Job Titles Summary**

Senior Data Entry Clerk	High School diploma or equivalency. 2-5 years of experience in fast paced environment. Organized, detail oriented, critical thinker Attention to detail and ability to work in a team environment necessary.
Sterile Supply Technician	High school diploma or equivalency. Some heavy lifting requires. Certification as a Sterile Processing technician must be current. Must have one year experience working in a health care facility practicing Sterile Processing procedures.
Telephone Operator	Knowledge of telephone consoles and related equipment. Customer service; verbal and interpersonal skills. Ability to handle difficult or irate callers. Ability to resolve problems.
Unit Clerk	HS Diploma, experience in specific field. Interpersonal skills, both verbal and written, basic computer skills and excellent customer service skills required.