The private physician practices consist of over 450 individual physicians that are members of the Northwestern Memorial Hospital medical staff. The private physician practices are located in approximately 160 private practices and provide quality health care services in all medical specialties including Internal Medicine, Obstetrics and Gynecology, Pediatrics, Surgery, Dermatology and other specialties. For further information about employment opportunities, please contact the office(s) directly. If you are selected for an interview by a private physician practice, you will be contacted by the office of the hiring physician.

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**Position Title**

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [x] Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other:

*Scheduled Hours/week:* 40  □ Full-time  □ Part-time

*Office Location:* Loop  
*Department/Specialty:* OB/GYN

*Job essential functions/responsibilities:* A highly respectable and long running private Obstetrics & Gynecology practice located in the loop is in search of an experienced and qualified medical assistant – team leader to join our winning team. Our private practice is dedicated to providing the best possible care to women. This fast pace, high volume practice requires flexibility and the ability to work well with all members of our team to insure the highest level of patient care. We offer a competitive salary and benefit package. The position is a Monday-Friday day shift position. **Requirements,** High School Diploma or Equivalent. Medical Assistant degree/certification. Knowledgeable with OB/GYN medical terminology. At least 3 years of Obstetrics & Gynecology experience. CPR certification. Previous experience required with patient vitals (blood pressure, weight, etc.). Previous phlebotomy experience required. Excellent customer service skills. Attention to detail. Strong work ethic. Teamwork oriented. Must be able to multitask. **Special Requirements,** Previous management experience preferred. Able to delegate duties to medical assistants. Strong Microsoft Office (Excel and Word) and computer skills required. Ability to work effectively with Practice Administrator and Physicians. Certification by the American Association of Medical Assistants or American Registry of Medical Assistants would be desired. **Duties and Responsibilities,** Act as the medical assistant team lead. Responsible for leading the other medical assistants. Performs clerical functions related to the team lead position (orders and maintains inventory and supplies, medical assistant schedules, maintains medical equipment, etc.). Provides care to patients associated with Obstetrics & Gynecology care. Obtains and records vital signs and collects patient specimens. Prepares treatment rooms for patient examination. Records and reports patient information. Retrieves laboratory test results. Related duties and other tasks as assigned. **Required Certifications/Licenses:** Medical Assistant degree/certification.

To learn more about this position or submit your resume, please contact:

*Name:* Eric Pertzborn  
*Phone:* (312) 726-3917 – No phone calls please  
*Fax:* 312-726-0474  
*E-mail:* ejpertzb@chicagoobgyn.com

Date Posted: 3/6/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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**Position Title**

- Office Manager
- Registered Nurse
- Physician Assistant
- Medical Records Clerk
- Medical Assistant
- Certified Medical Assistant
- Receptionist
- Other:

*Scheduled Hours/week: 40*  
- Full-time
- Part-time

*Office Location: Loop*  
*Department/Specialty: OB/GYN*

**Job essential functions/responsibilities:** A medical secretary is sought by one of the most respected and well-established OB/GYN private practices in Chicago’s Loop. We are dedicated to providing women of all ages with comprehensive and compassionate medical care. Therefore, this individual will need experience/knowledge as well as exceptional interpersonal skills. This position is full-time, Monday-Friday, day shift with occasional early evening hours. A competitive salary and benefits package is offered. Working as part of a team with physicians, medical assistants, technicians, medical records and business office staff is vital. Requirements, High School Diploma or equivalent. At least 3 years experience working as a medical secretary. Strong Microsoft Office (Excel and Word) and computer skills required. Knowledge of general medical terminology. Knowledge of OB/GYN terminology. Customer service-oriented approach to patient interactions. Ability to communicate appropriately and articulately with physicians, staff, and patients. Professional attitude and ability to contribute positively in a team-oriented work environment. Strong work ethic and self-motivated learning needed to thrive a busy medical office. Flexibility and multitasking in a fast-paced healthcare setting. Preferred Requirements, 3 years experience working in an OB/GYN setting. Associate’s degree, or Bachelor’s degree. Experience with insurance verification and precertification. Able to type at least 55 wpm and operate basic office equipment. Duties and Responsibilities, Assist patients with communicating messages to their physician, appointments, prescriptions, and coordinating care and referrals. Assist physicians in a busy private practice by maintaining schedules, communicating information and test results to patients, and performing other logistical/secretarial responsibilities. Assist administrative staff with routine clerical tasks, working with reception and medical records staff to facilitate patient encounters and to promote efficiency, other related duties as assigned. Related duties and other tasks as assigned

To learn more about this position or submit your resume, please contact:

*Name: Eric Pertzborn*  
*Phone: (312) 726-3917 – No phone calls please*

*Fax: 312-726-0474*

*E-mail: ejpertzb@chicagoobgyn.com*

Date Posted: 3/6/2012
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**Position Title**

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [ ] Medical Assistant
- [x] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other:

*Scheduled Hours/week: 28  [ ] Full-time  [ ] Part-time

**Office Location:** Chicago Lake Shore Medical Associates, 676 N. St. Clair, Chicago, IL

**Department/Specialty:** Dermatology

**Job essential functions/responsibilities:** Works closely with patients and provides clinical support to their assigned physician(s) to establish and provide ongoing comprehensive patient care. Duties include, but are not limited to: assisting in small surgical procedures including biopsies, suture removal, assist on laser procedures, phone triage, patient education and other clinical duties as assigned. Requires strong communication and computer skills with the ability to multi-task, problem-solve and manage time effectively. A minimum of 2 years of previous Dermatology experience required.

**Required Certifications/Licenses:** Although not required, Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) through American Medical Technologists (AMT) is preferred.

To learn more about this position or submit your resume, please contact:

- *Name: HR@clsma.com*
- *Phone: N/A*
- *Fax: N/A*
- *E-mail: HR@clsma.com*

Date Posted: 3/13/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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**Position Title**

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [ ] Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other: Medical Administrative Assistant.

- **Scheduled Hours/week:** 40
  - [X] Full-time
  - [ ] Part-time

- **Office Location:** Chicago, IL

- **Department/Specialty:** Cardiology

- **Job essential functions/responsibilities:** The Medical Administrative Assistant acts as a liaison between doctor and patient, providing administrative and clerical support to their assigned physician(s) in order to establish and provide ongoing comprehensive patient care. Duties include but are not limited to: scheduling and confirming appointments, preparing charts, pulling files, covering other MAA positions, tracking testing and results of Holter monitor reports, dealing with insurance matters, sorting correspondence, facilitating workflow, providing exemplary customer service, obtaining reports, patient call backs and other general office functions. **Required Skill Set:** Strong organizational, communication and computer skills with the ability to multi-task and problem-solve, and manage time effectively. The position requires a responsible individual with a working knowledge of medical practices and medical terminology.

- **Required Certifications/Licenses:** Although not required, Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) through American Medical Technologists (AMT) is considered optimal.

- **Other Comments:** Experience in Cardiology preferred.

To learn more about this position or submit your resume, please contact:

- **Name:** HR@clsma.com
- **Phone:** N/A
- **Fax:** N/A
- **E-mail:** HR@clsma.com

Date Posted: 3/15/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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*Scheduled Hours/week:* ☑ Full-time ☐ Part-time

*Office Location:* 500 North Michigan Avenue. Chicago, IL  60610

*Department/Specialty:* Internal Medicine/Integrative Medicine

*Job essential functions/responsibilities:* To help ensure the highest customer service to patients and providers through activities including but not limited to monitoring patient flow, patient check-in/check-out, answering multiple line phones, scheduling appointments, processing medical records, collection of fees and other patient balances. This position will also work closely with the practice manager of marketing, community outreach and related initiatives. This position recognizes the need for teamwork and functions as part of a multiple disciplinary team. Position also includes other duties as assigned.

*Required Certifications/Licenses:* None

*Education Requirement:* High School Diploma

*Other Comments:* To learn more about this position or submit your resume, please contact:

*Name:* Nancy Friel  
*Phone:* 312-276-1212  
*Fax:* 312-276-1213  
*E-mail:* Nfriel@rabyintegrativemedicine.com

Date Posted: 3/16/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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**Position Title**

- Office Manager
- Registered Nurse
- Physician Assistant
- Medical Records Clerk
- Lab Tech/Medical Assistant
- Certified Medical Assistant
- Receptionist
- Other: MEDICAL BILLER

*Scheduled Hours/week:*  ☑ Full-time  ☐ Part-time

*Office Location:* 500 North Michigan Avenue. Chicago, IL 60610.

*Department/Specialty:* Internal Medicine/Integrative Medicine

*Job essential functions/responsibilities:* Responsible for the timely submission of professional medical claims to insurance companies, generating and sending of timely patient bills, account receivable tracking, posting and allocating of insurance and patient payments and related duties. Other duties also include reviewing and assigning codes to billable activities, and translating codes into the nomenclature to ensure proper billing and claims generation. In addition to administrative duties, this position also performs a variety of customer service functions including answering patient questions on billing, arranging payment plans, coordinating accounts receivable processes, and working with insurance companies as needed. Individual must be familiar with the ICD-9-CM, ICPM, DSM-IV and CPT-/HCPCS universal coding systems and will need to stay up-to-date on changes in coding and general billing practices. Ideally this person will have an interest in an Integrative Medical approach to healthcare.

*Education Requirement:* High School Diploma

**Other Comments:** N/A
To learn more about this position or submit your resume, please contact:
- **Name:** Nancy Friel
- **Phone:**
- **E-mail:** Nfriel@rabyintegrativemedicine.com

Date Posted: 5/31/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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**Scheduled Hours/week:**  ☑ Full-time  ☐ Part-time

**Office Location:** 680 N Lake Shore Dr, Ste 117.

**Department/Specialty:** Gynecologic Specialists of Northwestern, S.C.

**Job essential functions/responsibilities:** Position requires advanced medical assisting skills, including phlebotomy, as well as the ability to understand and perform certain in-office testing. Interested candidates must have prior experience working in a physician's office and must be familiar with medical terminology, medical records, and basic medical and laboratory testing. Experience with internal medicine and/or gynecology required.

**Required Certifications/Licenses:** Completion of Medical Assistants Program.

**Education Requirement:** High School Diploma or Equivalent.

**Other Comments:** N/A.

To learn more about this position or submit your resume, please contact:

*Name:*  Denise Chap  
*Phone:*  
*E-mail:*  MAjobapplicants@obgynsnw.com

Date Posted: 7/10/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

Position Title

☐ Office Manager  ☐ Lab Tech/Medical Assistant
☐ Registered Nurse  ☐ Certified Medical Assistant
☐ Physician Assistant  ☒ Receptionist
☐ Medical Records Clerk  ☐ Other:

*Scheduled Hours/week:  ☒ Full-time  ☐ Part-time

*Office Location: 680 N Lake Shore Dr, Ste 117.

*Department/Specialty: Gynecologic Specialists of Northwestern, S.C.

*Job essential functions/responsibilities: Answer practice telephone lines, schedule patient appointments, prepare patient charts, greet and register patients, complete patient billing slips, order and stock office supplies, maintain physician schedules and file medical records. Monitor and respond to online patient communications and requests. Requires strong organizational, computer and customer service skills.

*Required Certifications/Licenses: N/A

*Education Requirement: High School Diploma or Equivalent.

Other Comments: Prior experience with Misys software preferred.

To learn more about this position or submit your resume, please contact:

*Name: Denise Chap
*Phone:  
*E-mail: jobapplicants@obgynsnw.com

Date Posted: 7/10/2012
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Position Title

☐ Office Manager  ☐ Lab Tech/Medical Assistant
☐ Registered Nurse  ☐ Certified Medical Assistant
☐ Physician Assistant  ☐ Receptionist
☐ Medical Records Clerk  ☐ Other:

*Scheduled Hours/week: 40 ☑ Full-time ☐ Part-time

*Office Location: Affiliated Physicians. 680 N. Lake Shore Dr., Ste. 118. Chicago, IL 60611

*Department/Specialty: Medicine/Gastroenterology

*Job essential functions/responsibilities: Draws blood, administers injections and performs EKG’s. Escorts patients to exam rooms and preps patients to be seen. Assists with scheduling appointments and other clerical duties. Enters data into computerized patient records, while maintaining patient confidentiality. Makes patients feel welcome.

*Required Certifications/Licenses: AAMA [American Assoc. of Medical Assistants] or AMT [American Medical Tech.] certification preferred.

*Education Requirement: Completion of an accredited Medical Assisting program; high school diploma.

Other Comments: Experience with computerized medical records preferred. Working knowledge of medical terminology. Ability to multi-task and use time efficiently.

To learn more about this position or submit your resume, please contact:

*Name: Chris Cebrzynski  
*Phone:  
*E-mail: ccebrzynski@hotmail.com

Date Posted: 7/23/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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### Position Title

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [x] Lab Tech/Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other:

- **Scheduled Hours/week**: 40  
  - [ ] Full-time  
  - [ ] Part-time

- **Office Location**: Chicago, IL

- **Department/Specialty**: Internal Medicine.

- **Job essential functions/responsibilities**: The Registered Nurse/Medical Administrative Assistant acts as a liaison between doctor and patient, providing administrative and clerical support to their assigned physician(s) in order to establish and provide ongoing comprehensive patient care. This is a non-clinical position. Duties include but are not limited to: scheduling and confirming appointments, preparing charts, pulling files, covering other MAA positions, dealing with insurance matters, sorting correspondence, facilitating workflow, providing exemplary customer service, obtaining reports, patient call backs, and other general office functions. Required Skill Set: Registered Nursing license is required. The preferred candidate should also have experience working in a medical office. Additional requirements are strong organizational, communication and computer skills with the ability to multi-task and problem-solve, and manage time effectively. The position requires a responsible individual with a working knowledge of medical practices and medical terminology.

- **Required Certifications/Licenses**: Registered Nurse's license required. Although not required, Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) through American Medical Technologists (AMT) is considered optimal

- **Other Comments**: References are required upon request.

To learn more about this position or submit your resume, please contact:

- **E-mail**: HR@clsma.com

Date Posted: 7/27/2012
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Position Title

- [ ] Office Manager
- [X] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [ ] Lab Tech/Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other:

*Scheduled Hours/week:* 40  □ Full-time  □ Part-time

*Office Location:* 737 N. Michigan Ave, Chicago IL, 60611

*Department/Specialty:* OB/GYN Triage

*Job essential functions/responsibilities:* To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education/Experience, Education and formal training requirements: High school diploma. Formal training at a recognized school of nursing required. Experience requirement: Two years experience working in a physician’s office or outpatient hospital setting is required. Previous experience with office administration, CPT coding, ICD-9 coding, and medical office forms preferred. Certificates/Licenses Required, Current nursing license maintained at all times. Maintain current CPR training and certificates. Reasoning, Ability to use discretion in using and divulging confidential material. Resolve conflicts immediately. Ability to maturely cope with changes. Demonstrate genuine cooperation, enthusiasm, and positive attitude. Punctuality and dependability are mandatory. Must report to work on time, plan ahead for time and days off and maintain proper attendance at all times. Must conform to office protocol overall, but not limited to dress code and personal hygiene appearance. Office Skills, Must demonstrate excellent telephone and filing skills. Communication, Must demonstrate excellent interpersonal skills. Express ideas and participate constructively in discussion. Listen to others. Offer suggestions to problems and take initiative in organizing new procedures to ensure smooth office flow. Communicate and interact effectively with MDs and coworkers. Must demonstrate good verbal and written skills to communicate clearly and tactfully with visitors, patients, and families. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. No exposure to unusual environmental conditions. The typical noise level in this environment is moderate.

Other Comments: References are required upon request.

To learn more about this position or submit your resume, please contact:

*Name:* Jablana Milosavljevic
*Fax:* 866-737-9597
*E-mail:* Jablanam@womenobgyn.net

Date Posted: 8/21/2012
Private physician practices are separate employers from Northwestern Memorial Hospital and its subsidiaries. Employment opportunities with the private physician practices are managed solely by and relate solely to the private physician practices. These listings are not employment opportunities or jobs with Northwestern Memorial Hospital or any of its subsidiaries, and neither Northwestern Memorial Hospital nor any of its subsidiaries is involved in the determination of such openings or in the selection of candidates or employees for such openings. By applying for any listed positions, no employment-related or other relationship is created between Northwestern Memorial Hospital or any of its subsidiaries, and the applicant, and any successful candidate shall not be employed by, or enjoy any of the rights or benefits of employment with, Northwestern Memorial Hospital or any of its subsidiaries. All questions or comments regarding any of these listings should be directed to the office of the private physician practice noted in the listing.

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**Position Title**

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [ ] Lab Tech/Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [x] Other: Nurse Practitioner

* **Scheduled Hours/week**: 40 [ ] Full-time [ ] Part-time

* **Office Location**: 737 N. Michigan Ave, Chicago IL, 60611

* **Department/Specialty**: OB/GYN Triage

* **Job essential functions/responsibilities**: The Advanced Nurse Practitioner will work with the physicians in an active practice to deliver health care services to patients. This includes, but not limited to, the diagnosis, treatment and management of acute and chronic obstetrics and gynecology problems: ordering, interpreting and performing laboratory and radiology tests.; prescribing medications, including controlled substances, to the extent delegated; receiving and dispensing stock and sample medications; performing other therapeutic or corrective measures as needed.


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**Other Comments**: References are required upon request.

To learn more about this position or submit your resume, please contact:

* **Name**: Jablana Milosavljevic
* **Fax**: 866-737-9597
* **E-mail**: Jablanam@womenobgyn.net

Date Posted: 8/21/2012
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Position Title

☐ Office Manager  ☐ Lab Tech/Medical Assistant
☐ Registered Nurse  ☐ Certified Medical Assistant
☐ Physician Assistant  ☐ Receptionist
☐ Medical Records Clerk  ☐ Other: Nurse Practitioner

*Scheduled Hours/week:  40  ☒ Full-time  ☐ Part-time

*Office Location: 737 N. Michigan Ave, Chicago IL, 60611

*Department/Specialty: OB/GYN Triage

*Job essential functions/responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education/Experience, Education and formal training requirements: High school diploma required. Formal training at a recognized school in Medical Lab Technician curriculum is preferred. Experience requirement: Two years experience working in a physician’s office or outpatient hospital setting is required if there has been no formal medical office assistant training. Previous experience with office administration, CPT coding, ICD-9 coding, and medical office forms preferred. Certification is strongly recommended. Reasoning, Ability to use discretion in using and divulging confidential material. Ability to maintain patient confidentiality at ALL times. Resolve conflicts immediately. Ability to maturely cope with changes. Demonstrate genuine cooperation, enthusiasm, and positive attitude. Punctuality and dependability are mandatory. Must report to work on time, plan ahead for time and days off and maintain proper attendance at all times. Must conform to office protocol overall, but not limited to dress code and personal hygiene appearance. Office Skills. Must demonstrate excellent telephone and filing skills. Must be HIPAA compliant and maintain all HIPAA privacy as well as The Red Flag Patient Awareness Policies and practices at all times. Professional interaction with others is required as well as expected to perform as a team player and promote a team environment. Communication, Demonstrates compassion and care toward all patients and upholds confidentiality. Must demonstrate excellent interpersonal skills. Express ideas and participate constructively in discussion. Listen to others. Offer suggestions to problems and take initiative in organizing new procedures to ensure smooth office flow. Communicate and interact effectively with MDs and coworkers. Must demonstrate good verbal and written skills to communicate clearly and tactfully with visitors, patients, and families. Professional interaction with others is required as well as expected to perform as a team player and promote a team environment.

Other Comments: References are required upon request.

To learn more about this position or submit your resume, please contact:

*Name: Jablana Milosavljevic  
*Fax: 866-737-9597  
*E-mail: Jablanam@womenobgyn.net  
Date Posted: 8/21/2012
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**Position Title**

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [ ] Lab Tech/Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other:

*Scheduled Hours/week:* 40  ☑ Full-time  ☐ Part-time

*Office Location:* Chicago, IL (Gold Coast)

*Department/Specialty:* Otolaryngology.

*Job essential functions/responsibilities:* Greet and registers new patients, ensuring that all paperwork is completed before the patient is seen by the physician. Verifies patient demographic and insurance information at every office visit and updates information as necessary in operating system. Request prior authorization from various insurance companies for medications and diagnostic tests ordered by the physician. Answers patient phone calls, routes calls appropriately and/or takes accurate messages. Schedules patient appointments; collects co-payments and performs daily closing functions. Computer savvy with the ability to help resolve any minor computer issues, as needed.

*Required Certifications/Licenses:* N/A.

*Other Comments:* High School Diploma or equivalent required; College degree preferred.

To learn more about this position or submit your resume, please contact:

*Name:* Office Manager
*Phone:* NO PHONE CALLS PLEASE
*Fax:*
*E-mail:* gsiege@gmail.com

Date Posted: 8/22/2012