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<table>
<thead>
<tr>
<th>Position Title</th>
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<tbody>
<tr>
<td>☐ Office Manager</td>
<td>☐ Lab Tech/Medical Assistant</td>
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<tr>
<td>☐ Registered Nurse</td>
<td>☐ Certified Medical Assistant</td>
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<tr>
<td>☐ Physician Assistant</td>
<td>☒ Receptionist</td>
</tr>
<tr>
<td>☐ Medical Records Clerk</td>
<td>☐ Other: Enter Text if applicable</td>
</tr>
</tbody>
</table>

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

*Office Location:* 201 E. Huron Street #12-205, Chicago, IL 60611

*Department/Specialty:* Internal Medicine

*Job essential functions/responsibilities:*  
Answer patient phone calls, schedule appointments, check patients in and out of appointments

*Required Certifications/Licenses:*  
N/A

*Education Requirement:*  
N/A

To learn more about this position or submit your resume, please contact:  
*Name:* Maura Thiele  
*Phone:* 312-944-0688  
*Fax:* 312-944-2886  
*E-mail:* mthiele@nm.org  
Date Posted: 8/25/16
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**Position Title**

- [ ] Office Manager
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [x] Other: Physician, Medical Doctor, OB/Gyne

**Scheduled Hours/week:**

- [x] Full-time
- [ ] Part-time

**Office Location:** 680 N. Lake Shore Drive, Suite 1424, Chicago, Illinois, 60611

**Department/Specialty:** OB/Gyne

**Job essential functions/responsibilities:**

Physician

**Required Certifications/Licenses:**

Board Certified/Eligible

**Education Requirement:**

MD

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

- **Name:** Elias R. Sabbagh, M.D.
- **Phone:** 3124828484
- **Fax:** 3124829977
- **E-mail:** esabbagh@hotmail.com

Date Posted: 06/17/2016
**Position Title**

- Office Manager
- Registered Nurse
- Physician Assistant
- Medical Records Clerk
- Lab Tech/Medical Assistant
- Certified Medical Assistant
- Receptionist
- X Other: Clinical Psychologist or LCPC

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

*Office Location: Raby Institute for Integrative Medicine at Northwestern
500 N. Michigan Avenue, Suite 2100*

*Department/Specialty: Medical Practice - Integrative Primary Care*

*Job essential functions/responsibilities:*

Working with a wide range of patients, this position partners with clients to identify, assess and treat problems – emotional, psychological and behavioral. This position utilizes a variety of methods for treatment including individual, group, and family psychotherapy. Applicants should also be knowledgeable about behavioral analysis and biofeedback. This position oversees the development and supervision of mental health programming. Ideal candidates will have outstanding communication skills, reporting skills, excellent interpersonal skills and demonstrate self-awareness, objectivity, and a strong desire to help others. Strong candidates will show evidence of excellence in networking, writing skills, supervisory skills, reasoning, problem-solving, and team-building. Openness and capacity to collaborate with other medical professionals as needed and to use an integrative approach to patient care is desired.

*Required Certifications/Licenses:*

For Clinical Psychologist: Doctoral degree (PsyD or PhD) in Clinical or Counseling Psychology from an APA-accredited institution
For LCPC: Licensure in the State of Illinois

*Education Requirement:*

- Minimum of 5-7 years experience working directly with patients in a clinical setting
- Licensed or license-eligible in the state of Illinois
- Preferred experience/knowledge of an Integrative practice or primary care clinic
- Credentialled, or eligible, on major insurance panels (i.e., BCBS) preferred but not required

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

*Name: John Ruhl*
*Phone: 312.276.1212 ext . 900*
*Fax: 312.276.1213*
*E-mail: jruhl@rabyinstitute.com*
*Date Posted: 5/2016*
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Position Title – Lab Tech/Medical Assistant

*Scheduled Hours/week: X Full-time

*Office Location: 275 Parkway Drive, Lincolnshire, IL 60069

*Department/Specialty: Dermatology

*Job essential functions/responsibilities:
(see attached)

*Education Requirement: High school diploma

References are required upon request.

To learn more about this position or submit your resume, please contact:
*Name: Ashley Poyser, Clinical Manager
Phone: 847-459-4610
E-mail: apoyser@advdermatology.com
Posted: 04/2016
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 – Client Services Representative/Receptionist**

*Scheduled Hours/week: X Full-time

*Office Location: 275 Parkway Drive, Lincolnshire, IL 60069

*Department/Specialty: Dermatology

*Job essential functions/responsibilities:
(see attached)

*Education Requirement: High school diploma

References are required upon request.

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

*Name: Jeralyn Gnat, Manager
Phone:
Fax: 847-459-4610
E-mail: jgnat@advdermatology.com
Posted: 04/2016
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Position Title – Client Service Representative

*Scheduled Hours/week: X Full-time

*Office Location: Lincolnshire

*Department/Specialty: Dermatology

*Job essential functions/responsibilities:
Are you upbeat, articulate and professional? We are a nationally recognized cosmetic and general dermatology practice with locations in Lincolnshire and Glencoe, Illinois, looking for a few good people to join our patient/client services department. This position is all about details and communication. The best candidates will have clear and happy voices and speak with confidence and comfort. We require excellent phone skills, computer skills and prefer experience in a medical office. Our patients and clients are our #1 priority, and it will be your responsibility to be sure they feel that way. Are you up for the challenge? If so, Please email or fax your resume to: jgnat@advdermatology.com or fax: 847-459-4610. EID.M/F/V/D.
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Position Title – Certified Medical Assistant

*Scheduled Hours/week: X Full-time

*Office Location: 275 Parkway Drive, Lincolnshire, IL 60069

*Department/Specialty: Dermatology

*Job essential functions/responsibilities:
(see attached)

Required Certifications/Licenses: Medical Assistant Certification

*Education Requirement: High school diploma

To learn more about this position or submit your resume, please contact:
*Name: Ashley Poyser, Clinical Manager
Phone:
Fax: 847-459-4610
E-mail: APOYSER@ADVDERMATOLOGY.COM
Date Posted: 04/2016
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 - Medical Assistant

*Scheduled Hours/week: X Full-time

*Office Location: Lincolnshire

*Department/Specialty: Dermatology

*Job essential functions/responsibilities:
We are GROWING and want you to join us! State of the art laser, cosmetic, and general dermatology practice with north shore locations in Lincolnshire and Glencoe, is seeking a highly motivated medical assistant. Main responsibilities include assisting physicians and physician assistants with all aspects of care including surgical procedures, phlebotomy and phone triage. Candidates should have excellent communication and computer skills, be able to multitask and work in a fast paced environment. Prior dermatology exp. A plus, but will be happy to train. This is a full-time position that requires evenings and Saturdays. We offer competitive salary and benefits.

To learn more about this position or submit your resume, please email your resume to apoyer@advdermatology.com or fax to 847-459-4610 EOE M/F.

Date Posted: 04/2016
ADVANCED DERMATOLOGY
JOB DESCRIPTION

POSITION: Lab Assistant

DEPARTMENT: Clinical

REPORTS TO: Director of Clinical Division

JOB SUMMARY: To assist in the clinical area with maintenance and housekeeping duties so that the clinical staff can perform their responsibilities with increased efficiency.

ESSENTIAL SKILL REQUIREMENTS/EXPERIENCE/QUALIFICATIONS:

- Position requires knowledge, practice, and compliance with universal precautions as mandated by federal, state, and local government agencies.
- Position requires good organization skills and ability to multi-task and prioritize in high volume, fast paced environment.
- Position requires excellent communication skills.
- Position requires ability to work as a team.

SPECIFIC DUTIES/RESPONSIBILITIES (assigned but are not limited to):

- Maintain patient confidentiality and safety at all times.
- Ensure exam rooms are adequately stocked with supplies and forms.
- Assist in keeping lab organized, clean, and stocked under direction of lab supervisor.
- Maintain cleanliness of exam rooms.
- Maintain cleanliness and replenishing of cosmetic lounge
- Unpack medical supply orders
- Unpack clean linens and maintain organization of linen closet
- Prepare Lidocaine under close observation of lab supervisor.
- Copy forms
- Clean Fraxel tips and protective eyewear.
- Assist with wrapping and sterilization of instruments under direction of clinical staff
- Perform all other duties as assigned by Clinical Director or Lab Supervisor.
ADVANCED DERMATOLOGY
JOB DESCRIPTION

POSITION: Client Service Representative (Front Desk/Check-Out Cashier)

DEPARTMENT: Client Services

REPORTS TO: Client Service Supervisor

JOB SUMMARY: With a customer service orientation manage patient flow, greet and acknowledge all guests, check-in & check-out patients, answer the telephone, schedule, cancel and modify appointments, scan documents and handle patient information confidentially and effectively communicate with Providers, Managers and Staff.

ESSENTIAL SKILL REQUIREMENTS/EXPERIENCE/QUALIFICATIONS:

- High school diploma required.
- Prefer a minimum of two years work experience in a medical office setting, dermatology experience ideal.
- Possess general knowledge of medical terminology.
- Word processing and computer experience required.
- Customer service experience required.
- Professional personal presentation.
- Ability to multitask in a high volume practice with many interruptions while delivering exceptional customer service.
- Can speak clearly and concisely.
- Can read, understand and follow oral and written instruction.
- Position requires excellent communication and organization skills with attention to detail.
- Position involves dependability, constant contact and ability to work effectively with patients, physicians/providers, managers, staff members, and outside visitors.
- Working knowledge of medical insurance plans.
- Has a basic knowledge of banking (such as balancing a checkbook).
- Sitting for long periods of time. Stooping, bending and stretching for files and supplies.
- Occasional lifting files or paper weighing up to 30 lbs. Manual dexterity sufficient to operate a keyboard, type at 60wpm, operates a calculator, telephone, copier and other office equipment. Extensive use of computer screen for long periods.

SPECIFIC DUTIES/RESPONSIBILITIES (assigned but are not limited to):

- Abide by HIPAA policy and maintain patient confidentiality at all times.
- Greet all patients and visitors as they arrive into the reception or check-out area in a polite, courteous and professional manner.
- Ensure client service areas, including patient wait areas and back client service office, are clean, tidy and organized, including counters and cabinets.
- When a patient checks in for an appointment ensure that all required information has been entered into the system accurately, and patient signs all relevant policies and consents prior to being seen by the Provider.
- Verify all demographic and insurance information at every office visit for all patients (new or established) and update in system.
- Inform patients in the waiting room of any delays (if a Provider is running behind schedule) and offer to reschedule appointments if patients are pressed for time.
- Possess updated knowledge of all Advanced Dermatology-contracted insurance plans.
- Answer the telephone calls promptly and in a professional manner, route calls appropriately, and take accurate messages.
- Handle priority cases expeditiously; assist and direct patients with complications to appropriate persons with follow-through to ensure patient needs have been addressed.
- Strive to deliver a solution to all patient requests quickly and effectively.
- Schedule, change and cancel patient appointments according to set Advanced Dermatology protocols.
- Assist with appointment confirmation phone calls to decrease no-show rates.
- Maintain wait list properly using wait list features correctly with detailed notes so all staff can discern action to be taken and follow through accordingly.
- Responsible for maintaining a full schedule of patients on a daily basis; consistently review provider schedules and fill any open medical and cosmetic slots, using wait list patients first and inbound callers second.
- Review booked appointments to ensure appointment(s) scheduled correctly.
- Complete assigned recalls to ensure patients are booked for their next visit.
- Prepare patient charts to contain all relevant documents pertaining to their visit.
- Scan patient paperwork, including charts and lab results in an accurate and timely manner.
- Make clean photocopies of office documentation from originals, such as fax coversheets.
- Ensure all faxes promptly directed to appropriate person(s).
- Continuously check work emails and tasks to ensure all responded to and followed up with appropriately.
- Inform the appropriate person(s) of any visitors, (i.e. salespeople, drug company representatives, etc.) and respond to routine requests for information.
- Ensure patient is added to recall list for future reminder call if appointment not scheduled and/or as needed.
- Ensure any time-sensitive deliveries are communicated to appropriate person or department (i.e. Botox/Dysport shipments) upon arrival.
- Process payments correctly utilizing credit card terminal and computer system.
- Follow closing procedures to ensure daily receivables and cash drawer balance.
- Active participation in vendor trainings.
- Attend all department and staff meetings and trainings as instructed.
- Actively promote all areas of business including medical/cosmetic practice and Skinfo.
- Keep current with practice, store and promotions/programs. Read and reference newsletter, weekly specials, business websites, etc.
- Perform all other duties as assigned by the Client Service Supervisor and Practice Manager.
ADVANCED DERMATOLOGY
JOB DESCRIPTION

POSITION: Clinician

DEPARTMENT: Clinical

REPORTS TO: Director of Clinical Division

JOB SUMMARY: To assist in the delivery of quality medical and cosmetic care under the direction of the medical director. This includes but is not limited to patient preparation, assistance with medical, surgical, and cosmetic procedures, processing of all specimens, maintaining all equipment and instruments, triaging patient phone calls and pharmacy requests, completing all paperwork, and maintaining a clean, stocked, and safe work environment. The above is to be carried out while fulfilling our mission statement to provide outstanding dermatologic care to all members of our community.

ESSENTIAL SKILL REQUIREMENTS/EXPERIENCE/QUALIFICATIONS:

- Position requires knowledge, practice, and compliance with universal precautions as mandated by federal, state, and local government agencies.
- Position involves knowledge and practice of sterile surgical techniques.
- Position requires excellent organization and the ability to multi-task and prioritize in high-volume, fast-paced, and sometimes stressful situations.
- Position requires excellent communication skills.
- Position requires ability to work as part of a team.
- RN, LPN, MA, ST
- Minimum two years work experience medical field
- Knowledge/experience with computer
- Dermatology experience preferred

SPECIFIC DUTIES/RESPONSIBILITIES (assigned but are not limited to):

CLINICIAN:
- Maintain patient confidentiality and safety at all times
- Ensure exam rooms are opened in the morning and adequately stocked with supplies and forms.
- Ensure laboratory is organized, clean, and stocked
- Equip cosmetic/laser rooms in morning with supplies, washcloths in warmer, clarisonic, and products.
- Room patients, selects appropriate forms, takes thorough histories, prepares for exam or any procedures.
- Prepare patients for surgery, including pre and post-op teaching, consent forms, tray set up.
- Prepare cosmetic patient for specific procedure, including paperwork, photos, topical anesthetic, pre and post procedure skin care and instructions.
- Demonstrate knowledge of lasers/hand pieces and proper eye protection for patient and staff.
- Assist provider with all medical exams/procedures and cosmetic procedures.
- Enter charges and billing notes appropriately
- Draw blood, perform suture removals, change dressings, and apply Levulan.
- Monitor/triage patient phone calls and tasks in a timely manner
- Respond to pharmacy refill requests and prior authorizations in a timely manner.
- Process all laboratory specimens, including use of quest care 360 system and entering each specimen on log.
- Process all pathology specimens, including thorough documentation on requisition and entering each specimen on log.
- Participate in the disinfection, wrapping, and sterilization of instruments.
- Maintain all equipment, including autoclave, microscope, liquid nitrogen canisters, sharps containers, ellman (cautery), evacuators, zimmers, and lasers.
- Assist with and record DTM and KOH preps under CLIA guidelines.
- Perform all other duties as assigned by Clinical Director, Lab supervisor, Provider and/or Medical Director.
Position Title - Lab Technician/Certified Medical Assistant

*Scheduled Hours/week: X Full-time

*Office Location: 201 E. HURON ST. GALTER STE 11-260
CHICAGO, IL. 60611

*Department/Specialty: INTERNAL MEDICINE / PRIVATE PHYSICIAN OFFICE

*Job essential functions/responsibilities:
We are a two physician private Internal Medicine Practice looking for an experienced Certified or
Registered Medical Assistant. To maintain efficient patient flow and assist with patient care (i.e., vitals,
procedures, ear lavages, injections, EKG’s, histories and medications, chief complaints and the running of
in house machines) also to performs any tasks assigned by physicians or management. Main duties and
responsibilities would be as follows; records patient data prior to each physician visit, including, but not
limited to, vital signs, height, weight, allergies, medication verification and patient history into EClinical
Works. Assures appropriate consent has been obtained prior to treatment or procedures. Prepares and
stocks exam rooms, orders supplies as needed, and maintains/controls drug samples. Performs EKG, ear
lavage, oximetry readings, spirometry, injections and in house testing as needed by physician. Maintains all
exam room disinfection protocols, as well as waiting room and work area. Also restocks all supplies as they
are needed. Knowledge of medical equipment and instruments to administer patient care. Knowledge of
common safety hazards and precautions to establish a safe working environment. (OSHA & HIPAA)
Ability to accurately read and understand medical terminology, medical billing and coding procedures,
HIPAA regulations, and laboratory procedures. Ability to take accurate, well written messages, has
excellent verbal and written skills and the ability to work in a fast paced environment and provide excellent
customer service to our patients. Ability to be organized, thorough and accurate and display excellent
verbal and written communication skills. Also to be understanding, friendly and compassionate with both
patients and coworkers. In addition you will be asked three days out of the week to cover front office duties
for one hour. This includes but is not limited to checking in patients, answering phones and sending
messages to the physicians and any other clerical duties as assigned by Office Manager or Physician.

Required Certifications/Licenses: CPR CERTIFIED

*Education Requirement: COLLEGE DEGREE OR MEDICAL ASSISTANT
CERTIFICATION/REGISTRATION

To learn more about this position or submit your resume, please contact:
*Name: GINA GATTA / OFFICE MANAGER
Phone: 312-926-3582
Fax: 312-926-3483
E-mail: CARE@SLBMED.COM
Date Posted: 04/2016
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**Position Title - **Billing Associate

*Scheduled Hours/week: X Full-time

*Office Location: Raby Institute for Integrative Medicine at Northwestern
500 N. Michigan Avenue, Suite 2100

*Department/Specialty: Medical Practice – Integrative Primary Care

*Job essential functions/responsibilities:

The billing associate is responsible for supporting the integrative medical practice, billing manager, and practice administrator in duties and projects related to the billing function for the office. These duties and responsibilities include; creating and sending statement to clients for payment, researching disputed invoices, fielding calls from patients and insurance companies related to claims, managing payment plans, posting of daily patient payments, daily use with the electronic medical record, daily closing and balancing of payments and receipts. Under the supervision of the billing manager, this position requires an individual who has the ability to work independently, is able to work under pressure, is analytical, detail oriented, well organized and has excellent problem-solving skills.

This position may require some evening hours and requires a high level of professionalism, confidentiality and outstanding interpersonal and customer service skills.

**Required Certifications/Licenses:**

*Education Requirement:
Minimum Education: High School Graduate
Prior experience with billing in an internal medicine medical office required.
Exceptional interpersonal, leadership, and communication skills
Experience with electronic health records

To learn more about this position or submit your resume, please contact:
*Name: Melissa Fredericks
*Phone: 312.276.1212 ext . 901
*Fax: 312.276.1213
*E-mail: mfredericks@rabyinstitute.com
Date Posted: 02/2016
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**Position Title - Patient Care Coordinator**

*Scheduled Hours/week:* X Full-time

*Office Location:* Raby Institute for Integrative Medicine at Northwestern  
500 N. Michigan Avenue, Suite 2100

*Department/Specialty:* Medical Practice – Integrative Primary Care

*Job essential functions/responsibilities:*
1. 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, and collection of fees and other patient balances.
2. Facilitate the input of new patient forms and updated patient information into the electronic medical record system.
3. Coordinate the set-up and flow of the reception area including ongoing clean-up and maintenance of the tea bar area.
4. Processing of daily faxes, mail and phone calls to the office.
5. Position also includes other duties as assigned.

This position may require some weekend and evening hours and requires a high level of professionalism, confidentiality and outstanding interpersonal and customer service skills.

**Required Certifications/Licenses:**

*Education Requirement:*
Minimum Education: High School Graduate
Prior experience in an internal medicine medical office preferred.
Exceptional interpersonal, leadership, and communication skills
Experience with electronic health records

To learn more about this position or submit your resume, please contact:
*Name:* John Ruhl  
*Phone:* 312.276.1212 ext. 900  
*Fax:* 312.276.1213  
*E-mail:* jruhl@rabyinstitute.com

Date Posted: 02/2016
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**Position Title** - Patient Care Coordinator

* **Scheduled Hours/week:** X Full-time

* **Office Location:** Raby Institute for Integrative Medicine at Northwestern
  500 N. Michigan Avenue, Suite 2100

* **Department/Specialty:** Medical Practice – Integrative Primary Care

* **Job essential functions/responsibilities:**
  6. 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, and collection of fees and other patient balances.
  7. Facilitate the input of new patient forms and updated patient information into the electronic medical record system.
  8. Coordinate the set-up and flow of the reception area including ongoing clean-up and maintenance of the tea bar area.
  9. Processing of daily faxes, mail and phone calls to the office.
  10. Position also includes other duties as assigned.

This position may require some weekend and evening hours and requires a high level of professionalism, confidentiality and outstanding interpersonal and customer service skills.

**Required Certifications/Licenses:**

* **Education Requirement:**
  Minimum Education: High School Graduate
  Prior experience in an internal medicine medical office preferred.
  Exceptional interpersonal, leadership, and communication skills
  Experience with electronic health records

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

* **Name:** John Ruhl
* **Phone:** 312.276.1212 ext. 900
* **Fax:** 312.276.1213
* **E-mail:** jruhl@rabyinstitute.com

Date Posted: 02/2016
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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: ☒ Full-time ☐ Part-time *M-F some early hours and late hours.

*Office Location: The Association for Women’s Health Care
30 N Michigan Ave, Chicago, IL 60611

*Department/Specialty: OB/GYN

*Job essential functions/responsibilities:
Responsibilities: reporting to practice administrator, perform in a supervisory role by leading team of medical assistants, perform OB/GYN ambulatory procedures and teach/educate team of medical assistants, Greenway EMR knowledge is helpful, OB/GYN experience is a must, perform nursing procedures under supervision of physician, assist physicians in exam rooms, escort patients to exam rooms, interviews patients, measure vital signs, including weight, blood pressure, pulse, temperature and document all information in patients charts, give instructions to patients as instructed by physician, ensure all related reports, labs and information filed is available in patients’ medical records prior to their appointment, keep exam rooms stocked with adequate medical supplies, maintain instruments, prepare sterilization as required, maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization, fluid change, etc.), and all other duties assigned by practice administrator.
Qualifications: Leadership experience: has 5 years of leadership capabilities in an OB/GYN clinical office setting. Skills/Abilities: strong interpersonal and relationship building skills, work well with others, excellent written and verbal communication and planning skills, detail oriented, ability to multi-task in a fast-paced environment, computer proficiency and ability to learn new software, conflict resolution and problem solving skills.

Required Certifications/Licenses:
Preferred accreditation such as CMA, RMA, RN, EMT, LPN, AAMA or AMT

*Education Requirement:
Certified in Medical Assisting

To learn more about this position or submit your resume, please contact:
*Name: Dena Graf
*Phone: N/A
*Fax: 312.726.0474
*E-mail: dgraf@chicagoobgyn.com
Date Posted: 1/11/2016
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
- [ ] Registered Nurse
- [ ] Physician Assistant
- [ ] Medical Records Clerk
- [ ] Lab Tech/Medical Assistant
- [ ] Certified Medical Assistant
- [ ] Receptionist
- [ ] Other: Patient Care Coordinator

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

*Office Location:* Raby Institute for Integrative Medicine at Northwestern
500 N. Michigan Avenue, Suite 2100

*Department/Specialty:* Medical Practice – Integrative Primary Care

*Job essential functions/responsibilities:*

11. 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, and collection of fees and other patient balances.
12. Facilitate the input of new patient forms and updated patient information into the electronic medical record system.
13. Coordinate the set-up and flow of the reception area including ongoing clean-up and maintenance of the tea bar area.
14. Processing of daily faxes, mail and phone calls to the office.
15. Position also includes other duties as assigned.

This position may require some weekend and evening hours and requires a high level of professionalism, confidentiality and outstanding interpersonal and customer service skills.

**Required Certifications/Licenses:**

*Education Requirement:*
Minimum Education: High School Graduate
Prior experience in an internal medicine medical office preferred.
Exceptional interpersonal, leadership, and communication skills
Experience with electronic health records

To learn more about this position or submit your resume, please contact:
*Name: John Ruhl*
*Phone: 312.276.1212 ext . 900*
*Fax: 312.276.1213*
*E-mail: jruhl@rabyinstitute.com*

Date Posted: 11/2015
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: Raby Institute for Integrative Medicine at Northwestern
500 N. Michigan Avenue, Suite 2100

*Department/Specialty: Integrative Primary Care

*Job essential functions/responsibilities:
This position will primarily work with 1-2 Integrative Physicians in a fast pace, team oriented environment with many opportunities to learn. Responsibilities include, but are not limited to, rooming patients, phlebotomy, assisting with gynecological procedures, injections, EKG, exam room maintenance, inventory, DEXA scans and taking and noting medical histories. In addition, this position requires someone who can courteously and efficiently deal with patients, coworkers and insurance personnel and has the ability/interest to read and understand medical terminology, medical coding, HIPAA regulations, and laboratory procedures.

Candidate should have a focus on detail and have excellent verbal and written skills. Ability to work in a fast paced environment and provide excellent customer service to our patients. Knowledge of eclinicalWorks a plus.
Please submit salary requirement with resume.

Required Certifications/Licenses:
Medical Assistant certification

*Education Requirement:
Minimum Education: High School Graduate
One year or more experience in a medical office.
Exceptional interpersonal, communication and customer service skills
Experience with electronic health records

To learn more about this position or submit your resume, please contact:
*Name: John Ruhl
*Phone: 312.276.1212 ext . 900
*Fax: 312.276.1213
*E-mail: jruhl@rabyinstitute.com
Date Posted: 9/2015
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
- Registered Nurse
- Physician Assistant
- Medical Records Clerk
- Lab Tech/Medical Assistant
- Certified Medical Assistant
- Receptionist
- Other: Physician

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

*Office Location: 680 N. Lake Shore Dr. Suite 824

*Department/Specialty: OB/Gyne

*Job essential functions/responsibilities:

Well-established Obstetrics and Gynecology group practice in the academic setting of Northwestern University Feinberg School of Medicine is looking to expand. This practice is located in downtown Chicago, along the shore of Lake Michigan, adjacent to the hospital campus. This is an opportunity to join an active practice that works collaboratively and provides excellent work/life balance. This private, but academic, practice provides the full spectrum of obstetric and gynecologic care.

Required Certifications/Licenses and Education Requirement:

The candidate should be board-eligible or board-certified in Obstetrics and Gynecology. The position offers a competitive salary and excellent benefits, including A+ rated liability insurance.

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

*Name: Phyllis Wright
*Phone: 312 943 3300
*Fax: 312 568 4654
*E-mail: pwright@lsobgyn.com
Date Posted: 9/4/2015
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  
- [x] Registered Nurse  
- [ ] Physician Assistant  
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- [ ] Certified Medical Assistant  
- [ ] Receptionist  
- [ ] Other

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

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

*Department/Specialty:*  
Pediatrics

*Job essential functions/responsibilities:*  
Superior communication skills and comfort around technology a must

**Required Certifications/Licenses:**  
IL license

**Education Requirement:**  
RN

To learn more about this position or submit your resume, please contact:  
*Name:* Michael Skupien  
*Phone:* 312-202-0300  
*Fax:* 312-202-0383  
*E-mail:* admin@weissbluthpediatrics.com

Date Posted: 7/22/2015
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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</tbody>
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*Scheduled Hours/week:  ☑ Full-time ☐ Part-time

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

*Department/Specialty:
Pediatrics

*Job essential functions/responsibilities:
Superior communication skills and comfort around technology is a must. 1:5 Round/on-call schedule

Required Certifications/Licenses:
BC/BE

*Education Requirement:
MD

To learn more about this position or submit your resume, please contact:
*Name:  Michael Skupien
*Phone:  312-202-0300
*Fax:     312-202-0383
*E-mail: admin@weissbluthpediatrics.com
Date Posted:  7/22/2015
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: Registered Nurse with Lactation Consultant Certification

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

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

*Department/Specialty:
Pediatrics

*Job essential functions/responsibilities:
Provide expert breastfeeding and lactation care to patients of the practice. Superior communication skills and comfort around technology is a must.

Required Certifications/Licenses:
IBCLC

*Education Requirement:
RN

To learn more about this position or submit your resume, please contact:
*Name: Michael Skupien
*Phone: 312-202-0300
*Fax: 312-202-0383
*E-mail: admin@weissbluthpediatrics.com
Date Posted: 7/22/2015