

Career Opportunities in the Medical Community

West Clinic - Radiology Appointment Scheduler (East)

Full-time position available for a Radiology Appointment Scheduler in our East office. Candidate with 1-year minimum experience in a radiology scheduling/customer service capacity preferred. Responsibilities include: schedules patients in the computer system (EMR) for radiology procedures and coordinates their appointment times with all other departments, procedure rooms, and physician availability; performs pre-certifications and verifications of all scheduled procedures; functions as a designated contact person for outside referral physicians to schedule diagnostic and interventional radiology procedures; assures all required information obtained for best outcome for patient and clinic; and maintains good relations with other departments and referring offices. Excellent communication and time management skills required. Must be able to work in a team environment and knowledge of EMR preferred. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

RN-Physician Nurse - Memphis Heart Clinic

One full-time and one PRN position available for RN-Physician Nurse at our Memphis Heart Clinic in Memphis, TN, to work in clinic and round at hospital. Will have extensive patient contact involving patient assessment, education and overall plan of care. Requires cardiology experience and strong clinical, communication and computer skills. Physician nurse experience preferred. Must be flexible with hours. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

Administrative Assistant-MDs - Memphis Heart Clinic

Full-time position available for an Administrative Assistant in our Memphis Heart Clinic East Office. Candidates should have a minimum of two years medical office experience. Responsibilities include maintaining and scheduling patient procedures, tests and appointments; maintaining daily patient list and physician's appointment calendar; screening all patient calls and placing on the physician's working list; maintaining files, reports and records in a confidential and secure manner; making physician's travel arrangements; and transcribing patient letters and correspondence at physician's and nurses' request. Excellent computer, communication and time management skills required. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

Patient Assistant/Phlebotomist - Memphis Heart Clinic

We have a PRN position available for a Patient Assistant/Phlebotomist at Memphis Heart Clinic in Memphis, TN. Will work on an as needed basis and assist with patient triage, processing and flow, phlebotomy, EKGs and labs. Requires one year of college/technical school or related experience. Requires licensure or certification and strong customer

service and computer skills. Experience with treadmills and holters preferred. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

Computer Technicians

Full-time positions available for Computer Technicians who should have a minimum of two to three years experience in a Help Desk/IT services capacity. Responsibilities include: responding to desktop support calls from all clinic areas; creating and maintaining network user/e-mail accounts, installing network/local printers, maintaining daily back-up tapes, and more. Excellent communication and time management skills required with availability to travel to all West Clinic and Memphis Heart Clinic locations. Must be flexible with hours and able to work in a team environment. Knowledge of IMPAC and GEMMS preferred. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

West Clinic - Front Desk Clerk (East)

Full-time position available in our West Clinic East office. Candidate should have 1 year minimum experience in a front desk/customer service capacity. Responsibilities include: the processing of patients in and out of the clinic, pre-certing of any outside tests, completing needed documentation, answering patient questions, seeing that patients are scheduled for any additional testing, and more. Excellent communication and time management skills required with availability to travel to other locations. Must be flexible with hours and able to work in a team environment. Knowledge of IMPAC preferred. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

PRN - Echo/Ultrasound Technologist (East and DeSoto)

PRN position available for an Echo/Ultrasound Technologists to work in the MHC East and Southaven offices, as well as, The West Clinic East office. Responsibilities include: conducting LEAs, LEVs, carotids, DAAs, ABIs, etc. on patients in clinic setting and handling Echos. RVT or ARDMS Certification preferred. Must successfully pass boards within one year of date of hire. No Call, No Weekends. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

Nurse Practitioners

Want to Make a Difference and Work in a Fast Paced Exciting Environment? We are looking for full-time Nurse Practitioners who are seeking such an opportunity. Candidates will assist the physicians in providing care to their patients in the office; a resource for chemotherapy nurses and other staff who identify patients who need care urgently. Must be a team player with strong organizational and communication skills. OCN/AOCN preferred. Experience with an EMR system a plus. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may e-mail your resume with salary requirements to careers@westclinic.com. E/O/E**

Oncology Nurses: Help us change the face of oncology!

If you love challenges, thrive on innovation, and want to have an impact on changing cancer care, we have a place for you on our team. We have career opportunities for full-time RNs with 1 year minimum oncology experience, who want to make a difference, learn and grow. Excellent salary and benefits. Come join the future of oncology. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may email your resume with salary requirements to careers@westclinic.com.** E/O/E

RN-Physician Nurse/Device Clinic - Memphis Heart Clinic

Full-time position available for RN-Physician Nurse/Device Clinic at our Memphis Heart Clinic located in Memphis, TN. Requires experience with Electro Physiology and strong clinical, communication and computer skills. Must be flexible with hours. Will round with physicians on call on weekends every 4-6 weeks. Fax resume with salary requirements to 901/322-2978, Attention: Human Resources. **You may email your resume with salary requirements to careers@westclinic.com.** E/O/E