

**Good Neighbor Fremont
Job Openings**

Updated: 11/28/2017

JOB OPENINGS FOR GOOD NEIGHBOR FREMONT will close when filled. Posted 11/28/2017

Customer Service Representative

CSR candidate will greet patients; answer multi-line phone calls, schedule appointments for nursing and provider staff. Responsible for data entry of patient demographic information into computer program. Ability to read, write and speak English and Spanish. Basic computer skills preferred. Additional qualities include: detail oriented with attention to accuracy, self-motivated and receipt management/reconciliation. Bi-lingual is a plus.

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Dental Assistant

Energetic and outgoing Full Time individual needed for a busy dental clinic. Job description includes; assist, perform and demonstrate dental services such as four handed dentistry, taking impressions and x-rays, patient management and other dental techniques. 1-2 years of experience and bilingual preferred but not required. Willing to train the right person.

JOB OPENINGS FOR GOOD NEIGHBOR FREMONT will close when filled. Posted 11/10/2017

Patient Centered Medical Home Educator

We are seeking an energetic person who is passionate about healthcare to work with patients in an innovative medical clinic. Will be a liaison between patients and medical staff. Will also assist patient with navigating community resources. Candidate needs good verbal/written communication, basic knowledge of computers, and warm outgoing personality. Bilingual preferred. A baccalaureate degree in health/science from accredited school is required.

JOB OPENINGS FOR GOOD NEIGHBOR FREMONT will close when filled. 10/9/2017

Licensed Practical Nurse/CMA-Certified Medical Assistant

Requires a working knowledge of medical office practice, computer skills, and ability to communicate with clients, providers and support services while multi-tasking in an efficient and organized manner. Requires license as an LPN in the State of Nebraska, preference given for 1-2 years' experience outpatient medical clinic, however, would waive for bi-lingual candidate.

JOB OPENINGS FOR GOOD NEIGHBOR FREMONT will close when filled. Posted 4/24/2017

Medical Coding Specialist

Full-time position as a Medical Coding Specialist. Successful candidate will ensure the efficient, effective, timely and accurate collection and entering of patient information, and charge entry into patient encounters. Function will within a team and independently; stay informed on changes pertaining to coding by reading payer bulletins and newsletters. Previous medical office coding experience is required. Knowledge of Medicare and Nebraska Medicaid rules and regulations. Previous A/R accounting experience. Certification as a CPC from the AAPC or CCS-P from AHIMA or knowledge of CPT and ICD9/10 codes payer requirements (co pays, Referrals, etc.) HIPAA regulations and stand governmental billing requirements. At least two years of full-time experience.