



CONGREGATION M'KOR SHALOM JOB BANK PROFILE

We invite you to participate in a new project that will try to connect our members who have positions open in their firms with congregants who are looking for work. This is a joint project of our congregation's Social Action and Caring Community Committees. We will gather information and list these positions on the M'kor Shalom web site. Thank you.

I/WE ARE SEEKING SOMEONE: \_\_\_\_\_

NAME OF COMPANY/FIRM Ninth Street Internal Medicine

POSITION AVAILABLE IS: Front Desk Staff, large private  
Very busy Medical office with an Electronic  
Medical Record.

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

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SALARY: TBD FULL TIME  PART TIME \_\_\_\_\_

BENEFITS: (DESCRIBE) After 3-6 mo

EXPERIENCE REQUIRED: yes with Customer Service Skills

CONTACT PERSON: Karen S. Wallenbrien

BEST TO CONTACT BY PHONE 215-440-8681 EMAIL K.Wallenbrien@NSImonlin  
Ext 5316

YES, CONTACT ME FOR MORE INFORMATION AT 215-440-8681 Ext 5316

*Feel free to attach more details about this position either in hard copy or electronic reply, and please return this information as soon as possible to Rabbi Address at: [rabbiaddress@mkorshalom.org](mailto:rabbiaddress@mkorshalom.org) or to Rabbi Address at the M'kor Shalom office.*

## **Patient Service Representative**

### **Minimum Position Qualification**

- High School diploma or equivalent
- 1 year work experience with the public
- Prior physician practice experience
- Excellent interpersonal skills, basic clerical skills, knowledge of correct grammar, spelling and punctuation
- Ability to speak clearly and concisely
- Ability to sort and file materials by alphabetical or numerical system
- Excellent computer skills

Working knowledge of electronic medical record a plus  
Scanning into a computer system a plus

### **Position Summary**

Person will handle all information associated with patient visits, assuring communication of information, establishing the patient medical record, keeping information current and completion of all information needed by practice, hospital and consulting physicians is essential. Assuring a neat clean and friendly environment, presenting the practice in a good light to all callers and visitors, and establishing a good rapport with patients, co-workers, and physicians are paramount importance.

### **Culture of the Practice**

Ninth Street Internal Medicine has received the highest level of recognition as a Patient Centered Medical Home from the National Committee for Quality Assurance (NCQA). The Patient Centered Medical Home uses a team approach to care. A systemic emphasis on quality improvement in the primary care setting enhances patient outcomes, reduces the burden of chronic illness, and lowers health care costs overall.



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I/WE ARE SEEKING SOMEONE: \_\_\_\_\_  
NAME OF COMPANY/FIRM North Street Internal Medicine  
POSITION AVAILABLE IS: Clinical Assistant

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:  
See emailed text

SALARY: TBD FULL TIME  PART TIME

BENEFITS: (DESCRIBE) Medical etc after 3-6 mo

EXPERIENCE REQUIRED: yes

CONTACT PERSON: Karen Wallenobrien

BEST TO CONTACT BY PHONE \_\_\_\_\_ EMAIL K.Wallenobrien@NSimonline.com

YES, CONTACT ME FOR MORE INFORMATION AT 215-440-8681 Ext 5316  
02 609-315-1527

**Feel free to attach more details about this position either in hard copy or electronic reply, and please return this information as soon as possible to Rabbi Address at: [rabbiaddress@mkorshalom.org](mailto:rabbiaddress@mkorshalom.org) or to Rabbi Address at the M'kor Shalom office.**

## **Ninth Street Internal Medicine**

### **Clinical Assistant Position**

#### **Position Qualifications**

##### Minimum Requirements

- High School diploma
- 1-3 years work experience with the public
- Vocational Program for Medical Assistance
- Prior physician practice experience

##### Licensure/Certification/Registration

- Medical Assistance Certificate

##### Specialized Knowledge/Skills

- Knowledge of physical examination
- Diagnostic and treatment room procedures including precautions
- Ability to assist in a variety of treatments and interventions as directed

##### Must have

- Ability to communicate clearly and concisely with individuals from all socio-economic backgrounds
- Ability to use computers

Working knowledge of electronic medical record a plus

##### Position Summary

Person will efficiently handle and prepare patients for examination and treatment and to provide patient education. Complete pre-examination documentation in the electronic medical record. Provide patient education, ensuring patients are seen in a timely manner, and assuring a neat, clean and friendly environment, presenting the practice in a good light to all patients and visitors. Establish a good rapport with patients, co-workers and physicians is of paramount importance.

##### **Culture of the Practice**

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