



Jobs Highlights | [www.rush.edu/careers](http://www.rush.edu/careers) | [Rush\\_Recruitment@rush.edu](mailto:Rush_Recruitment@rush.edu)

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### **Patient Care Techs (PCTs)**

The Patient Care Technician (PCT) performs a variety of clinical and environmental tasks under the direction of the Registered Nurse (RN). The PCT duties are of a technical nature requiring specialized training and Skill. The PCT demonstrates the ability to care for patients of all ages in the clinical setting.

#### **PCT TESTING IS REQUIRED**

#### **Requirements:**

- High school diploma/GED required.
- Prior formal clinical training is required. This may include CMA, CNA, PCT, EMT, corpsman, paramedic, nursing or medical student experience.
- Valid CPR certification required.
- Prior clinical experience in an acute care setting is preferred.
- Successful completion of the institutional screening examination.
- Testing required in HR.

*Work requires lifting or carrying objects 35-40 lbs. and supporting and positions patients, some of whom may exceed 300 lbs.*

### **Certified Medical Assistants**

Responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting. The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. Will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician.

#### **Requirements:**

- Current medical assistant **certification** by [AAMA](#), [AMT](#), [NHA](#) or [NCCT](#) (includes principles and techniques of injections and medication administration)
- Graduate of a Medical Assistant Program
- Current CPR Certification
- Minimum of one year clinical experience preferred; Phlebotomy experience preferred
- Excellent communication and interpersonal skills; Excellent organizational skills

### **Clinic Coordinator**

The Clinic Coordinator provides coordination of clinic activities; coordinates information flow into and out of the clinic, greets patients at front desk and answer phone calls efficiently and courteously, performs general non-patient contact and patient contact duties, manages billing system, reconciles end-of-day receipts and reconciles end-of-month closures, and manages weekly billing and payment activity grid.



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**Clinic Coordinator Requirements:**

- High school diploma or equivalent required; college coursework preferred
- 1-3 years medical office experience required
- Intermediate knowledge or Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent communication skills, written and oral

**Patient Access Coordinators**

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Requirements:**

- High school diploma, GED or equivalent required
- Knowledge of medical terminology preferred
- Keyboard experience with a minimum typing skill of 25 words per minute required
- Previous experience in a hospital or medical environment interacting with patients preferred
- Excellent communication skills
- Ability to walk or stand an extended period of time, i.e. length of shift

**Environmental Technician / Environmental Specialist**

Under general supervision of an Environmental Services Supervisor, cleans, maintains and services assigned areas throughout RUMC.

**Requirements:**

- High School Diploma/GED required
- Ability to read, write, speak English required
- Prior cleaning experience helpful but not essential.
- Good interpersonal skills, outgoing personality
- Must be able to push, pull and control cleaning equipment & materials up to 200 pounds in weight, move pallets, furniture, large trash objects & containers, manipulate large damp mop.

**How Do I Apply?**

1. Go to <https://www.rush.edu/careers>
2. Select "I Am A New Candidate" on the right hand side.
3. Review open jobs by Position Type, Department, Specialty, Shift, and Category, or search by keyword. (Always check "New This Week" category!)

**Volunteering:** To learn about *volunteer* opportunities at Rush, please visit the Rush Volunteering main page <https://www.rush.edu/giving/about/volunteer>