We are looking for qualified candidates to fill the following positions in the Kansas City Area: **Clinic Operations Manager**, **Technical/Network Administrator** and a **Project Coordinator**.

Job details are below:
If you or anyone you know are interested in these positions please let me know. Please forward to those who may be interested.

Thanks!

**Linda Gerber**
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<table>
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<th>Position</th>
<th>Salary Range</th>
<th>Responsibilities</th>
<th>Full Time/direct hire</th>
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| Clinic Operations Manager        | $42,000 – $75,000 | Oversees the daily operations of the Business Office  
Develop and maintain executive reports  
Construct and maintain accurate databases  
Provide analysis of Insurance Contracts  
Requirements:  
Knowledge of Radiology procedures and technology  
Knowledge of CPT and ICD-9 Coding  
Knowledge of Insurance Reimbursement  
Strong background in Microsoft Office  
Knowledge of GPMS, Impromptu, PowerPlay and Crystal Reports  
2 years of Radiology or Contracting Experience  
Strong background in Data Analysis a must  
Bachelor’s Degree in Healthcare Administration, Business Administration, or equivalent is required. |                         |
| Technology Administrator / Network Administrator | $42,000 - $76,000 | Installation, maintenance, and general support of systems  
Perform system backups and recovery and install new software  
Maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals  
Support, monitor, test and troubleshoot hardware and software problems pertaining |                         |
| Project Coordinator | $60,000 | Responsibilities: Ensure all meetings with clients are properly prepared for, documented, communicated. This includes coordinating meetings across many organizations, preparation of agenda, and distribution of meeting materials. | Contract to Permanent hire |

- to LAN
- Maintains LAN topography and design
- Install and configure workstations
- Maintains VM Servers pertaining to patching, performance and all other maintenance
- Support and maintain user account information including rights, security and system groups

Requirements:
- Experience installing, maintaining and administering Microsoft 2003/2008 Servers required
- Experience installing, maintaining and administering Microsoft Exchange 2003 required
- Experience with Active Directory, setting up group policies, permissions required
- Experience with supporting, monitoring, testing and troubleshooting LAN Networks 2 years’ experience required
- Previous support of medical practices is required
- Previous support of a PACS is preferred
- Associate’s degree with 6 years’ experience in the field of Information Technology required, Bachelor’s Degree with 5 years’ experience in the field of Information Technology preferred.
- Experience maintaining and configuring Cisco Switches, Routers, Firewalls preferred
- Experience with Microsoft SQL Server preferred
- Knowledge of Sun Solaris UNIX and Web Administration preferred
- Solid understanding of SAN and large-scale storage systems preferred
Ensure requirements, results of meetings, issues are all identified, addressed and/or escalated as appropriate.

Help Program Manager (PM) run client project meetings and internal project meetings; document, communicate and properly store all notes and issues.

Support Clinical Application Specialist (CAS) and Integration Engineer (IE) as needed, e.g. training documentation, integration notes, etc…

Maintain detailed and up to date project plan with resources and dates.

Communicate with the CD and PM the implementation timeline and dates.

Maintain mid-level reports on a weekly basis, reflecting the dates in the project plan. Manage creation and distribution of general project metrics, reports, and status updates both internally and externally.

Ensure all testing issues are assigned, tracked, and completed on time.