

# ONSITE RECRUITMENT

At the Suffolk County One-Stop Employment Center  
725 Veterans Memorial Highway, Hauppauge, NY 11788



## Monday

## May 21, 2012

## 9:00 am to 1 pm

## Tri-County Home Nursing Services, Inc.

Currently recruiting for:

Please apply in person

Coordinator with 5 years' experience ... Suffolk County location

Registered Nurses

Male & Female Caregivers

Personal Care Aides

Live-in Opportunities

Home Health Aides

Professional/Administrative

Drivers

PCA/HHA/CNA Certificates\*

\* must have six months of work experience.

RN ... Unexpired NYS License

Must bring 2 of any of the following credentials:

- Proof of legal employment status
- Picture ID (Driver's License/Benefit Card)
- Social Security Card
- Birth Certificate
- Voter's Registration Card
- US Passport
- Employment Authorization Card
- To register ... see any of our counselors, or phone (631) 853-6600 today to reserve your spot!

Steven Bellone, Suffolk County Executive

Samuel Chu, Commissioner of Labor

James DiLiberto, Workforce Investment Board Chair

Auxiliary aids and services available upon request to individuals with disabilities.

An Equal Opportunity Employer Program



[www.suffolkcountyny.gov/labor](http://www.suffolkcountyny.gov/labor)





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GREYSTONE STAFFING



## Greystone Staffing

## Tuesday, May 22, 2012

## 9:00 am to 11 am

**Greystone Staffing is seeking to hire: APPLY IN PERSON**

We offer medical, dental, 401k as well as paid vacation, personal and sick time.

**Bring Resume ... Bring 2 forms of Identification ... Example ... Driver's License plus Social Security or Passport**

**Medical Receptionist (Stony Brook, Setauket, Port Jefferson)** Receptionist needed for temporary opportunity in the Stony Brook, Setauket, Port Jefferson . Must have reception experience in a busy office. Individuals must have 3 or more solid years experience Must be very Professional .Will be responsible for answering phones, meeting and greeting, clerical work and administrative tasks , Must have neat handwriting. Must be proficient with MS Word and Excel. Monday – Friday 8:30am -5:00pm

**Medical Mathematical Administrative Assistant (Stony Brook , Setauket, Port Jefferson)** Temporary Opportunity Must be proficient on computer system, Will be on computer all night Good in Math (will be tested must be good with %) - Accurate recording Notes- Comfortable verifying Insurance- Verifying address - No Phone Contact – Updates Attention to detail !!!!!!!!!!!!!!!!!!!!!!! Take financial aid adjustments on patient's accounts.-record authorization approvals & denials. -update patient's accounts when deceased notifications are received.-verify insurance and update patient's registrations.-update patient's demographic information and record bad mail when returned from post office. Mon - Fri 5pm - 10pm

**Medical Collections (Stony Brook , Setauket, Port Jefferson)** We are currently seeking a strong Medical Collector for a busy Medical Office Individuals must have 3 or more solid years' experience in Medical Billing and Collections. We require the individual to be dependable, responsible, flexible and be multi-tasked to help this front office stay on top of billing and collections! HANDS ON POSITION! MUST HIT THE GROUND RUNNING! -Must have 3+ yrs experience in the Medical Collections .- Must be proficient in Word & Excel. - Previous experience with medical software highly preferred. - Must have experience in a medical clinic, heavy medical collections (from insurance companies & patients), insurance follow-up and coding& verification. - Team player attitude, energetic, able to multi-task, with a focus on excellent customer service are key. - Must be a self-starter with strong organizational skills. Some advanced education/certifications highly preferred. Monday – Friday 8:30am -5:00pm

**Medical Biller / Coder** We are in search of professional and motivated Medical Biller /Coder Medical biller with medical billing /coding experience. Must have experience in billing / coding and practice management systems, computer literacy and basic knowledge of insurance companies preferred.-Must have 3+ yrs experience in the Medical Billing /Coding.- Must be proficient in Word & Excel. - Previous experience with medical software highly preferred. - Must have experience in a medical clinic, heavy medical billing / Coding, heavy A/R, collections (from insurance companies & patients), insurance follow-up and coding& verification. - Team player attitude, energetic, able to multi-task, with a focus on excellent customer service are key.- Must be a self-starter with strong organizational skills. Some advanced education/certifications highly preferred. Monday – Friday 8:30am -5:00pm **To register ... see any of our counselors, or phone (631) 853-6600 today to reserve your spot!**

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