



GEORGIA CANCER SPECIALISTS

GCS JOB POSTINGS February 1, 2012

POSITION	LOCATION	DUTIES/REQUIREMENTS
<i>Clinic Manager</i>	<i>Douglasville</i>	Responsible for day-to-day clinic operations to include personnel management, clinic flow patterns, scheduling, and patient care. Bachelor's degree and a minimum of two years healthcare management experience; or an equivalent combination of education and experience.
<i>Computer Specialist</i>	<i>Annex</i>	Responsible for desktop configuration, maintenance and testing. Prior professional experience in hardware and software installation and upgrades. Experience in basic networking technologies, including LAN, WAN and wireless. High school diploma or equivalent. Minimum of two years technical experience required; or an equivalent combination of education and experience.
<i>MT/MLT</i>	<i>Blairsville; Central Lab(PRN)</i>	Previous experience in a medical laboratory. Conducts routine lab tests in diagnosis and treatment of patients and, collection and handling of specimens if needed. Successful completion of a MT/MLT program with proof of certification with ASCP, AMT, NCA, HEW.
<i>Precert/Referral Specialist</i>	<i>Annex</i>	Knowledge of medical terminology and medical coding. Knowledge of hospital and insurance agency operating procedures. Knowledge of governmental legal and regulatory provisions related to specific duties. 1 year pre-certification and referral experience in a health care organization, hospital or physician based practice. High School diploma.
<i>Regulatory Support Specialist</i>	<i>Annex</i>	Responsible for patient notification of financial responsibility, accepting phone payments and setting up/tracking payment plans. Experience with patient collections, treatment cost outs and knowledge of patient assistance programs a plus. One year's experience in a medical setting. Proficiency in Excel and Access. High school diploma or equivalent.
<i>Research Data Manager</i>	<i>Kennestone</i>	Responsible for the accurate and timely completion of clinical research subject case report forms (CRFs). Maintains subject CRFs for a variety of studies and completes data queries. Provides support to the Clinical Research Coordinators. Knowledge in research practices, source documentation and regulatory requirements. Ability to multi-task, prioritize assignments and work independently as well as in a team environment. Strong organizational and communication skills. Medical Terminology and computer skills to include experience in MS Word, Excel and Access. Prior experience in oncology preferred.
<i>RN</i>	<i>Camp Creek; Canton; Gwinnett; Northside</i>	Applies principles, methods, and techniques of professional nursing to provide ongoing patient care. Strong oncology background. Must be assertive, self-motivated, self-directed and able to function independently. Current licensure and certification by the state of Georgia to practice as a certified RN. One year of professional nursing experience in oncology or equivalent combination of education and nursing experience.