



**We are an Equal Opportunity Employer**

Wahiawa General Hospital is accepting applications only for those positions listed below. If after reading the brief job description, you feel you meet the minimum qualifications, please contact a member of the Human Resources Department for an application for employment. All positions currently available are listed below:

**SENIOR BEHAVIORIAL HEALTH MANAGER**

**Full-time Regular, Days.** BSN required, Master's degree in Psychiatric Nursing preferred. Five years experience as a RN within the last seven years including two years in specialty area. Experience in budget preparation and control preferred, experience with discharge planning, and coordinating intake activities. Current Hawaii RN license and a passing score on the medication exam. Current ACLS/BLS certification.

**MEDICAL RECORDS MANAGER**

**Full-time Regular, Days.** Bachelor's degree in Health information administration, or in a related area, Registered Health Information Technician (RHIT) or Registered Health Information Administrator. Three years experience in Health Information Management Department and experience with electronic health records. Directs, organizes and coordinates all activities of the Medical Records Department.

**PFS MANAGER**

**Full-time Regular, Days.** Bachelor's degree in Business Administration or related area. Three years patient accounting experience in an acute care hospital or health care setting. Three years experience supervising admission, billing, collecting, and cashiering. Working knowledge of basic CPT-4 and ICD-A coding concepts. Directs, organizes and coordinates all activities concerned with patient financial services functions.

**PFS ANALYST**

**Full-time Regular, Days.** Two years college level education/training. Three years experience in patient accounting in an acute and long term setting, with knowledge of all third party insurance claims processing and reimbursement procedures, and with demonstrated leadership responsibilities. Must have knowledge of UB92 revenue and CPT/HCPCS codes.

**RN CLINICAL INFO SYSTEM SPECIALIST**

**Full-time Regular and Part-time Regular, As Scheduled.** Three years acute care clinical experience required with previous experience with clinical assessment, planning, protocol development, standards, clinical pathways, policies and procedures.

**SPEECH LANGUAGE PATHOLOGIST – REHAB SERVICES**

**Full-time Regular, Days.** Master's degree in Speech Language Pathology from an accredited institution. Certificate of Clinical Competence through American Speech-Language Hearing Association. Current State of Hawaii licensure as a Speech Therapist. Two (2) years experience as a Speech-Language Pathologist.

**PHYSICAL THERAPIST – REHAB SERVICES**

**Full-time Regular, Days.** Recent graduates (from 2009 thereafter) must possess a Master's degree in Physical Therapy. Graduates prior to 2009 must possess a Bachelor's degree in Physical Therapy. Must have a current State of Hawaii license as a Physical Therapist. Current CPR.

**PATIENT ACCOUNTS REP**

**Full-time Regular, Days.** High school or commercial school graduation with courses in business and/or office procedures. Minimum one (1) year experience in third party insurance claims processing and reimbursement in a healthcare setting. Completion of medical terminology course or experience in the medical field with demonstrated knowledge of medical terminology

**CALL-IN POSITIONS (scheduled as needed, not on a regular basis)**

**NURSING SUPERVISOR - LTC**

Graduate of an accredited school of nursing with current Hawaii RN licensure. Five years experience as a professional nurse and supervisory experience within the last seven years.

**STAFF NURSE/ ASU-PACU RN - OR**

One year experience as an RN in perioperative nursing or completion of acceptable course in operating room techniques. Graduate from an accredited school of nursing. Current Hawaii RN license and passing score on the medication exam. Must be able to perform duties as a circulation RN on all general OR procedures. Scrub experience desired.

**ACCREDITATION COMPLIANCE SPECIALIST**

Current Hawaii RN license and current CPR. Strong clinical background with at least 10 years experience in healthcare regulatory requirements and standards.

**MEDICAL TECHNOLOGIST**

Bachelor's degree in Medical Technology or equivalent training. ASCP certification or equivalent. Current Hawaii Clinical Lab Tech license or eligible

**LABORATORY ASSISTANT**

Six months previous phlebotomy experience. Must be able to provide care appropriate to the age and special needs of patient to be served.

**SURGICAL ASSISTANT**

Documentation of successful completion of surgical assistant program or minimum of six months hospital on-the-job training program with certification by unit manager of the operating room and approval by the chief of surgery. Current BLS health care provider certification

**TELEMETRY MONITOR TECH**

Completion of basic and/or intermediate EKG course. Must have EKG certification and passing score on the EKG test. Ability to interpret monitor strips and validate computer readouts.

**SPD TECHNICIAN**

Six (6) months experience in a supply processing department and/or completion of SPD training course. Performs gross decontamination, washing, assembling, processing and redistribution of supplies and instruments.

**TRANSPORTER**

High school graduate or equivalent. Ability to comprehend, speak and write the English language sufficiently well to perform the functions of the job. Must be able to demonstrate the ability to provide transportation services appropriate for the age and special needs of the patients served.

