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1) Behavioral Health Specialist - Clinical Review- La Crosse, WI

Department
Clinical Operations

Schedule
Full time (40 hours or more per week)

Shift
Variable

Hours
Variable

Job Details

JOB SUMMARY

Evaluate and provide a clear, comprehensive and concise review of behavioral health VA Disability Exams. Identify emergent behavioral health issues and initiate intervention when necessary. Evaluate and determine if behavioral health documentation meets contractual requirements for compensation and benefit rating purposes.

- Ensure documentation on Disability Benefits Questionnaires meet customer requirements
- Identify and evaluate exam documentation in need of immediate follow up for behavioral health issues
- Notify internal medical team of Veterans with emergent behavioral health needs
- Create clear, comprehensive, and concise retrieval letters to external practitioners as needed
- Complete department tasks related to behavioral health exams
- Remain up to date with contract requirements

JOB QUALIFICATIONS

Required:

- MSW or LPC from an accredited university
- Proficient computer skills in Microsoft Office and database experience
- Must possess excellent verbal and written communication skills
- Effective interpersonal, communication and problem solving skills
- Knowledge of standard concepts, practices, and procedures within the field
- Analytical thinking and team work skills
- Ability to perform detailed work with a high degree of accuracy
- Equivalent combination of education, experience and/or applicable military experience will be considered

Preferred:

- VA and/or military experience a plus
- Familiarity with government forms and documentation
- National Career Readiness Certificate

Applications will be accepted until 11:00 pm CT on Thursday, December 15, 2016

2) Case Manager- La Crosse, WI

Department

Clinical Operations

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00 am - 5:00 pm

Job Details

Job Summary: Assess and coordinate care for a very diverse population of members of the World Trade Center (WTC) National Responder Health Program throughout the United States. Educate and inform members of program coverage and limitations while ensuring that high quality and cost-effective care is provided within contract requirements. Use critical thinking and problem solving skills to navigate through the complexities of a member's health conditions while maintaining coverage within the program guidelines. Coordinate health care services for members. Prepare and summarize medical history information on members to present to the Medical Director. Cultivate relationships with members, providers, co-workers, and other team members to ensure program compliance and member satisfaction.

- Maintain an ongoing responsibility for assigned caseload which entails assessment, education and coordination of care for members/health care providers throughout the United States via telephone while keeping a detailed medical record within internal database. Establish and maintain regular contact with members, providers and department supervision.
- Manage inbound and outbound calls from providers to prior authorize tests and procedures related to a members certified health conditions and program coverage.
- Review medical records (monitoring, treatment and supportive) to determine WTC relatedness for potential program coverage and communicate results of the review to the members; If review of medical records is inconclusive, communicate with the Medical Director who will make the final decision on coverage to be communicated to the member by the Case Manager.
- Completion of system generated tasks, including documenting all results as required.
- Prepare comprehensive reviews and summaries for medical appeals, determination of coverages and requests for treatment services.
- Point of contact for internal departments to answer questions relative to members of their assigned caseload.
- Completion of medical health questionnaires in times of reduced coverage.

Required Qualifications:

- Associate or Bachelor's Degree in Nursing and/or MSW or LPC (licensed to practice independently) Social Worker
- Minimum of four years of clinical experience
- Proficient computer skills with Microsoft Office Suite experience
- Ability to work independently as well as on a team
- Excellent verbal and written communication skills including strong telephone etiquette and interpersonal skills with individuals at all levels of an organization
- Demonstrated ability to adapt to performing a variety of duties, changing from one task to another of a different nature, without a loss of efficiency or composure
- Must be able to implement critical thinking and decision making skills in order to identify appropriate care/treatment plans for a wide range of members from low to high complexity
- Must have the ability to take initiative and be detail-orientated in a goal-orientated environment.
- Equivalent combination of education, experience and/or applicable military experience will be considered.

Preferred Qualifications:

- Case Management experience, oncology, behavioral health, occupational health or medical/surgical background
- Previous military healthcare experience
- Medical call center experience or medical related experience in a corporate/business setting
- Knowledge of ICD and CPT coding
- URAC/ISO experience/knowledge
- National Career Readiness Certificate

Applications will be accepted until 11pm CT on Thursday, December 15, 2016 This position requires satisfactory completion and results of LHI's credentialing and/or licensure monitoring process.

3) Clinical Support Coordinator- REMOTE, Eau Claire, and La Crosse, WI

Department

Clinical Operations

Schedule

Full time (40 hours or more per week)

Shift

Variable

Hours

Variable

Job Details

Perform extensive reviews of active military and veteran medical documentation and laboratory / diagnostics findings within the scope of their clinical knowledge. Will actively assist in the management and prioritization of active military and veteran medical assessments to assure the department meets or exceeds contractual requirements.

Complete database generated tasks and data entry of medical information into external customer databases. Assist with writing and maintaining documents for the department to include departmental policy, work instructions, standard operating procedures and reference materials. Communicate with a diverse group of people/disciplines while serving as a point of contact for internal and external entities. Manage and prioritize task work volume to meet or exceed contractual requirements.

JOB QUALIFICATIONS

Required:

- Vocational or Technical Training/Education in a Medical related field such as Medical Assistant, LPN, EMT, or completion of the Clinical Upskilling course
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Knowledge of healthcare documentation and medical, behavioral, psychological terminology
- Requires the use of standard office equipment to include scanner, copier, fax machine, and printer
- Proficient computer skills including Microsoft Office programs
- Must possess excellent written, verbal and interpersonal communication skills, as well as multi-tasking and teamwork skills
- Ability to perform detailed work with a high degree of accuracy
- Must be able to implement problem solving skills to facilitate timely completion of examination reviews for a wide range of medical concerns

Preferred:

- Familiarity with a variety of military and veteran health and readiness assessments
- National Career Readiness Certificate
- Database experience a plus

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation by the Office of Personnel Management. In order to submit for a NACI level background investigation you have to have been born in the U.S. or be a naturalized citizen (a foreign national who now has U.S. citizenship).

4) Coordinator, Billing Support- La Crosse, WI

Department
Billing/Reporting
Schedule

Full time (40 hours or more per week)
Shift

1st
Hours

Monday-Friday 8:00am-5:00pm
Contact Information

Contact: Jessica Kenney Raupp
Email: jraupp@Logisticshealth.com
Job Details

Job Summary: Perform the data entry, calculation, review, audit and compilation of contract charge items utilizing the service database and the corporate accounting systems to ensure accurate and timely preparation of customer invoices based on contract requirements. Submission of invoices to customer utilizing the required method of delivery. Responsible for individualized time management in order to meet all contract and corporate deadlines.

Qualifications: Associate's Degree in Finance, Accounting or Business combined with 2 years of billing, accounts receivable and/or accounts payable experience required. Equivalent combination of education, experience and/or applicable military experience will be considered.

Qualified candidates must possess the following: knowledge of billing procedures and practices; general accounting skills; proficiency in Excel and database experience; ability to work in a deadline driven detail oriented environment; excellent written and verbal communications skills; strong organizational and time management skills with the proven ability to multitask while maintaining accuracy; ability to adapt to changing business requirements.

Knowledge of invoicing and claims processing in a medical setting and the ability to understand the interaction between contracted and performed services preferred. Experience in PeopleSoft Financials and National Career Readiness Certificate also preferred.

There are multiple positions available for this role.

Extended Deadline: Applications will be accepted until 11:00pm CT on Tuesday, December 13 2016.

5) Coordinator, Case Management- La Crosse, WI

Department

Clinical Operations

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00 am- 5:00 pm

Contact Information

Contact: Ann Alpart

Email: aalpart@logisticshealth.com

Job Details

Job Summary: Complete an extensive Medical Health Questionnaire (MHQ) and Exposure Form via telephone interview with participants within the identified case management supported program. Electronically submit interview information through the Company's internal database system to generate a summary for the participant's monitoring exam. Identify crisis situations, intervention needs and escalate calls as necessary. Completes effective documentation and reviews records while obtaining pertinent information. Receiving incoming calls and triages member concerns to appropriate individual. Periodically contacts members.

Qualifications: Post High School Certificate/Education (for example: Medical Assistant or Certified Nursing Assistant) combined with a minimum of 2 years of experience in a customer service environment is required. Previous applicable healthcare experience preferred. Equivalent education, experience and/or applicable military experience will be considered.

Excellent written and verbal communication skills, telephone etiquette, interpersonal skills, and knowledge of medical terminology are required. Must have the ability to identify medical issues that require immediate attention and perform detailed work with a high degree of accuracy. Must have strong organizational, multi-tasking, and time management skills as well. Intermediate computer skills including Microsoft Office programs are required.

Previous call center experience is preferred, database education and/or experience is a plus.

National Career Readiness Certificate preferred.

Applications will be accepted until 11 pm CT on Thursday, December 15, 2016

6) Coordinator, Practitioner Recruitment- La Crosse, WI

Department

Provider Network Management

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00am - 5:00pm

Contact: Jessica Kenney Raupp

Email: jraupp@Logisticshealth.com

Recruit practitioners to perform services through subcontractors of LHI's network for LHI initiatives. Create, build, and maintain a geographically accessible, stable, and quality network that achieves compliance and requested service fulfillment. Analyze, qualify, and screen practitioner candidates. Communicate daily with subcontracted healthcare professionals and administrative staff as well as internal departments. Maintain practitioner files, enter data into customized computer systems, and analyze and report on provider network needs and maintenance.

- Recruit practitioners utilizing existing network practitioners, subcontracted provider agencies, web searches and online job posting resources, cold calling, and referencing databases in order to identify candidates.
- Screen potential candidates for necessary qualifications and determine if candidates skill set meets LHI's business needs.
- Educate candidates on role requirements to ensure collaborative agreement and understanding of services.
- Assess and resolve practitioner and market/recruitment needs and concerns.
- Assist with all steps of the required onboarding process for each initiative as well as maintenance of the Practitioner Network to include inactivating and temporarily inactivating practitioners based on business need.
- Analyze applicable reports and identify all Healthcare Practitioners needing onboarding assistance.

JOB QUALIFICATIONS

Required:

- Bachelor's Degree in Business, Marketing and Communications or healthcare related field
- 1 year related experience (provider relations, network management, customer service or negotiations)
- Previous experience utilizing financial models and analysis in negotiating rate structures
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Knowledge of principles and processes for providing customer service required.
- Must have knowledge of support procedures in a business environment, such as word processing, managing files and record keeping, other office procedures and terminologies
- Excellent verbal and written communication skills and the ability to influence and communicate through use of interpersonal means with a diverse group of people/disciplines
- Must be able to work in a fast paced, dynamic environment, flexible and adaptable to changing situations and demonstrate an appropriate level of assertiveness in performing work responsibilities and in making work related decisions
- Ability to perform detailed work with a high degree of accuracy; strong analytical thinking; multi-tasking, organizational and time management skills
- Must be able to prioritize tasks with minimal direction and work independently and as part of a team
- Intermediate computer skills including Microsoft Office programs

Preferred:

- Subcontracting experience
- Healthcare Practitioner recruiting experience
- Database experience/education
- National Career Readiness Certificate

Applications will be accepted until 11:00 pm CT on Thursday, December 15, 2016.

Please note: this position will be responsible for duties under the VBA contract.

7) Director, Client Services- La Crosse, WI

Department

Customer Service

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00 am - 5:00 pm

Job Details

JOB SUMMARY

Responsible for the overall leadership and operational performance for service delivery of the client service contact centers across LHI. Align contact department priorities and initiatives to the overall strategic direction of the organization. Drive continual process, technology and delivery solutions, through external and internal collaboration and best practice identification, to create a best in class contact center.

- Proactively drive and achieve operational performance metrics including client satisfaction, compliance, employee engagement and financial/budgetary objectives. Empower team to identify and remediate root cause issues that impact delivery and performance.
- Drive talent strategy, to include: leadership and work environment effectiveness, employee development, culture of performance through engagement. Accountable for hiring, onboarding, developing, engaging and managing high performing teams.
- Direct overall operations, establish performance goals and metrics, measure progress and adjust accordingly. Develop, present and execute on business plans.

JOB QUALIFICATIONS

Required:

- Bachelor's degree in Business or related field
- 10+ years of increasingly responsible leadership experience in a customer centric contact center
- 5+ years leading a contact center of 250+ employees supporting multiple contracts/clients
- 5+ years of direct involvement in contact center technology decisioning
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Workforce planning and management experience in a contact center environment
- Strong leadership skills; able to lead a high-performing and highly engaged contact center
- Proven ability to collaborate and influence at all levels of the organization
- Demonstrated analytical skills and ability to identify trends
- Proven track record in identifying root cause and remediating contact center operational performance issues
- Strong organizational skills and the ability to manage multiple, concurrent priorities in a fast-paced organization
- Strong verbal, written and presentation communication skills

Preferred:

- 8+ years of leadership in a contact center environment
- National Career Readiness Certificate
- Experience with Mitel technology

Applications will be accepted until 11:00 pm CT on Thursday, December 15, 2016

8) Lead, Clinical Operations Review- Eau Claire, WI

Department

Clinical Operations

Schedule

Full time (40 hours or more per week)

Shift

Variable

Hours

Variable

Job Details

Applications will be accepted until 11:00 pm CT on Wednesday, December 14, 2016

JOB SUMMARY

- Assist Clinical Operations Leadership Team in monitoring of all daily tasks completed within the Clinical Operations Department
- Provide guidance to staff in electronic processing of medical information in an internal database.
- Perform QA of various medical services.
- Assist front line staff with bringing ideas for process improvements to leadership
- Cultivate a positive environment while supporting team member growth
- Evaluate and review Disability Benefit Questionnaires (DBQs) to ensure practitioner's documentation meets VA standards for health conditions claimed by Veteran.
- Review and prep exams returned by the VA prior to meeting with internal practitioners regarding the VA's questions on exam.
- On-going communication within Clinical Operations Department and other LHI departments to ensure exams are received from practitioners and processed in a timely manner.
- Communicate with a diverse group of people/disciplines while serving as a point of contact (POC) for internal and external entities.
- Monitor, manage and prioritize all Clinical Operations order related tasks for this role to facilitate controlled workflow to meet or exceed contractual requirements.

JOB QUALIFICATIONS

Required:

- Associate's degree in Nursing program OR Bachelors of Science in Nursing degree
- Qualified applicants will have completed an accredited AND or BSN program
- Current license or able to obtain RN licensure in the state of Wisconsin or a compact state
- Understanding of regulatory standards and their application to various medical examinations and documents
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Proficient use of computers
- Database experience
- Must possess excellent verbal and written communication skills
- Analytical thinking and teamwork skills
- Must be able to problem solve in a fast paced environment, multitask and meet tight deadlines
- Ability to perform detailed work with a high degree of accuracy

Preferred:

- Minimum of 4 years of experience in a medical/surgical environment
- Occupational health and behavioral health experience a plus
- Previous leadership experience
- Military RN background
- Knowledge of CPT and ICD10 coding
- Experience reporting statistical data
- National Career Readiness Certificate

Applications will be accepted until 11:00 pm CT on Wednesday, December 14, 2016

This position requires satisfactory completion and results of LHI's credentialing and/or licensure monitoring process.

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation by the Office of Personnel Management. In order to submit for a NACI level background investigation you have to have been born in the U.S. or be a naturalized citizen (a foreign national who now has U.S. citizenship).

9) Medical Service Coordinator - Customer Service- La Crosse, WI

Department

Customer Service

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 9:00am-6:00pm Variable Saturday

Contact Information

Contact: Ronda Corzatt

Email: rcorzatt@logisticshealth.com

Job Details

Medical Service Coordinator/Customer Service Department

Tier 1

Position reports to: Alisha Crawley

Monday - Friday 9:00 am - 6:00 pm with variable day off - Saturdays 7:00 am- 3:00 pm or

Monday - Friday - 1:00 pm - 10:00 pm

Multiple openings - to start January 16, 2017

Job Summary:

Serves internal/external customers with regard to medical and dental readiness in a high-volume, dynamic call center while representing LHI in a courteous and professional manner. Receives inbound and places outbound calls in order to schedule a variety of specific medical and dental services in accordance with the customer's availability and contract guidelines.

Qualifications:

High School Diploma or equivalent combined with a minimum of 2 years customer service experience or applicable military experience required. Prior military or call center experience a plus. Qualified candidates will possess excellent verbal, written and interpersonal communication skills, exceptional telephone etiquette and experience using Microsoft Office programs. Ability to move expediently through multiple applications while communicating with customers on the phone required. Database experience/education preferred.

Equivalent combination of education, experience and/or applicable military experience will be considered.

National Career Readiness Certificate preferred.

Please Note: In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation by the Office of Personnel Management. In order to submit for a NACI level background investigation you have to have been born in the U.S. or be a naturalized citizen (a foreign national who now has U.S. citizenship).

10) Network Administrator I- La Crosse, WI

Department

Information Technology

Contact Information

Contact: Janelle Bertelsen

Job Details

JOB SUMMARY

Briefly, but specifically, summarize the primary purpose of the job and identify its most important impact on the organization. The statements listed below are not intended to be all inclusive of the duties and responsibilities of the position. Based on leadership decisions and business needs, "all other duties as assigned" will be expected for each position.

Perform daily and weekly checklists to ensure efficient, balanced, secure and uninterrupted operation of all servers and equipment. Assist and support the Network Administrator II group in managing and maintaining LHI's IT infrastructure environment, including patching, configuration review and monitoring of servers and devices, to sustain business operations.

- Perform daily/weekly checklists.
- Act as front line support for the Network Administration team.
- Help deploy, maintain and manage servers, printers, copiers, scanners and related equipment.
- Assist in maintaining centralized documentation of IT infrastructure information, including hardware/software licensing, network/environment diagrams, SOPs and work instructions.
- Monitor server backups & complete data restores.
- Setup and maintain AD accounts, mailboxes and distribution lists throughout their lifecycle.
- Assist in the research and recommendation of hardware and software products to be acquired.
- Manage and maintain supporting systems within LHI's environment.

JOB QUALIFICATIONS

Required:

- Associate's Degree in Computer Science, MIS or equivalent training
- Two years experience as a Network or Systems Administrator working primarily with Microsoft technologies
- Working experience with Windows 2008/2012 servers, Active Directory and Networking
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Functional knowledge of Group Policies, Exchange Server, IIS, Terminal Services and VMWare
- Possess good interpersonal and communication skills
- Work independently with minimal supervision
- Meet scheduled work requirements

Preferred:

- Microsoft Certifications are a plus

- National Career Readiness Certificate
- **Please Note:** This position will support LHI's performance of a United States (U.S.) Government contract and will require the successful applicant to access and/or process Non Critical Sensitive information (Personally Identifiable Information [PII]/Protected Health Information [PHI]) from or contained in a U.S. Government IT system. To fulfill the data and IT system access requirements for this position, the successful applicant will be required to successfully complete a Trustworthy Determination, which will require the successful applicant to: 1) be a U.S. citizen 2) pass a National Agency Check with law enforcement in order to obtain the access privileges required by the position and 3) pass a Credit Check in order to obtain the access privileges required by the position.

Applications will be accepted until 11 pm CT on Friday, December 9th, 2016.

11) Project Specialist- La Crosse, WI

Department

Project Management

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00 am - 5:00 pm

Contact Information

Contact: Jessica Kenney Raupp

Email: jraupp@Logisticshealth.com

Job Details

JOB SUMMARY

Responsible for working with LHI's Project Managers, Process Engineers and Quality Management staff to accomplish the following:

- Update department's project database and run project reporting in support of LHI's Governance process
- Create and/or maintain tools and templates in support of projects, process engineering and quality management efforts with minimum supervision
- Assist teams with continuous improvement efforts and work with multiple stakeholders at different levels throughout the organization
- Engage in problem solving and troubleshooting throughout project processes (e.g. project planning tools, process mapping tools, statistical packages) to provide impactful results for the organization and a good internal and external customer experience
- Assist in summarizing and communicating complex data into easily-understood summaries and recommendations
- Schedule meetings, record meeting minutes, and at times, conduct meetings in support of project efforts
- Document and/or maintain department processes and methodologies
- Perform data entry and configuration of the Business Intelligence website

JOB QUALIFICATIONS

Required:

- Associates Degree in Business or other related field with project management or continuous improvement coursework combined with a minimum of two years of related work experience
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Must have a basic understanding of project management, process engineering and/or quality management
- Ability to adapt to same day turnarounds and quickly adjust to changing priorities
- Ability to think creatively and bring innovative solutions to challenges
- Has a passion for problem solving by applying relevant software/technology tools
- Attention to detail and strong verbal and written skills are essential
- Ability to communicate complex data into easily-understood summaries and recommendations verbally and in writing
- Demonstrated ability to work within a team environment as well as work with minimum supervision

Preferred:

- Proficient in MS Office: Word, Excel, PowerPoint and Outlook
- Experience with project management and process engineering applications
- PMP, Six Sigma or Continuous Improvement certifications

Extended Deadline: Applications will be accepted until 11:00pm CT on Monday, December 12, 2016.

12) Records Mgmt Specialist I- La Crosse, and Eau Claire, WI

Department

Data Control

Schedule Full time and Part time

Hours Variable

Contact: Ronda Corzatt

Email: rcorzatt@logisticshealth.com

Job Details

Job Summary: Responsible for processing all incoming medical and/or dental service documentation according to contract requirements and customer specifications. Receive and thoroughly review documentation for errors, identify missing components and complete data entry. Ensure program policies and customer designated guidelines are adhered to while processing the documentation under time-sensitive deadlines.

Qualifications: High school diploma or equivalent required, post high school education preferred. A minimum of 1 year of related work experience required. Equivalent combination of education, experience and/or applicable military experience will be considered. Intermediate computer skills including Microsoft Office programs and electronic file/database management experience required. Strong keyboarding skills required. Data entry and customer service experience preferred. Experience with medical or dental documentation and terminology preferred. Medical or dental transcription experience preferred. Applicable military experience will be considered.

Must possess the ability to perform detailed work with a high degree of accuracy; strong analytical thinking, multi-tasking, organizational and time management skills; excellent verbal and written communication skills; ability to work independently as well as with a team; and must be able to problem solve and propose solutions in a fast paced environment. Must also

demonstrate an appropriate level of assertiveness in performing work responsibilities and willingness to work special projects as directed. National Career Readiness Certificate preferred.

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation by the Office of Personnel Management. In order to submit for a NACI level background investigation you have to have been born in the U.S. or be a naturalized citizen (a foreign national who now has U.S. citizenship). **Please Note:** In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.

13) RN, Clinical Review- La Crosse, and Eau Claire, WI

Department Clinical Operations
Schedule Full Time and Part time
Shift Variable
Hours Variable
Job Details

Exciting update we are now accepting entry level applications that meet the minimum requirements for this opening

Job Summary: Evaluate and provide a clear, comprehensive and concise review of VA Disability Exams. Identify emergent behavioral health issues and initiate intervention when necessary. Evaluate and determine if behavioral health documentation meets contractual requirements for compensation and benefit rating purposes.

- Evaluate and process medical information to determine outcomes for disability exams
- Ensure documentation on Disability Benefits Questionnaires meet customer requirements
- Create clear, comprehensive, and concise retrieval letters to external practitioners as needed
- Complete department tasks to process medical documentation
- Prepare documents for internal medical team review
- Remain up to date with contract requirements

Required Qualifications:

- Graduate of an accredited Associate's Degree in Nursing (ADN) or Bachelor's Degree in Nursing (BSN) program
- Current license or able to obtain RN licensure in the state of Wisconsin or a compact state
- Proficient computer skills in Microsoft Office and database experience
 - Must possess excellent verbal and written communication skills
- Effective interpersonal, communication and problem solving skills
- Knowledge of standard concepts, practices, and procedures within the field
- Analytical thinking and team work skills
- Ability to perform detailed work with a high degree of accuracy

Preferred Qualifications:

- 1 year clinical experience, preferably in a medical/surgical environment
- VA and/or military experience a plus
- Familiarity with government forms and documentation
- Understanding of regulatory standards and their application to various medical examinations and documents
- National Career Readiness Certificate

This position requires satisfactory completion and results of LHI's credentialing and/or licensure monitoring process.

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation by the Office of Personnel Management. In order to submit for a NACI level background investigation you have to have been born in the U.S. or be a naturalized citizen (a foreign national who now has U.S. citizenship).

14) Software Developer II- Bensenville, IL

Department

Information Technology

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00am - 5:00pm

Contact Information

Contact: Janelle Bertelsen

Job Details

Develop and maintain windows, web and web services based business software applications, systems, components and database objects using Microsoft .NET technologies based on requirements and specifications to support LHI's business operations.

- Develop software programs and components using VB.NET, ASP.NET, SQL and other software development tools and technologies per assigned tasks
- Debug, test, and troubleshoot written software programs and components
- Participate in maintenance and support of LHI's software applications by assisting Help Desk Technicians, Infrastructure staff, Database Administrators, Business Analysts and Senior Developers in troubleshooting and resolving software problems
- Utilize complex .NET methodology to support meeting customer expectations, resulting in delivery of a timely and high quality product
- Collaborate closely with Business Analysts on Business Intelligence requirements
- Study and research trends and new/improving/changing technologies regarding .NET development, programming standards, application architecture, business processes, and functional areas for application
- Adapt to new programming languages, methodologies, platforms and frameworks to support the needs of LHI's software projects
- Adhere to Agile software development methodology

JOB QUALIFICATIONS

Required:

- Bachelor's or Associate's Degree in Computer Science, Information Technology, Computer Engineering or related field
- Minimum 2 year experience with full software development life-cycle
- Minimum 1 year software development experience with .NET technologies in a professional environment
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Working knowledge of Visual Studio, VB.NET/C#, .NET Framework, ASP.NET, ADO.NET
- Experience with Team Foundation Server or similar source control programs
- Working knowledge of T-SQL queries and GUI design standards
- Strong technical skills including good understanding of software development methodologies and principles and complex coding
- Ability to perform assigned software development tasks using established standards and procedures with minimal supervision
- Demonstrated ability to build effective relationships across different components and functional areas of the business in order to support the needs of LHI's software projects

- Understanding of business domain and knowledge of framework; solid understanding of object oriented programming concepts
- Working knowledge of Microsoft Office Suite products
- Proven analytical and problem solving skills
- Ability to meet scheduled task requirements within assigned deadlines

Preferred:

- Strong knowledge of SQL Server and relational database modeling concepts
- Working experience with n-tier .NET SQL database application architectures
- Experience with Web and Web/WCF Services
- Experience with AngularJS, Bootstrap, MVC, Web API applications
- Relevant Microsoft Certifications
- National Career Readiness Certificate

Applications will be accepted until position is filled.

Please Note: In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.

15) Specialist, Provider Network Contracting- La Crosse, and Eau Claire, WI

Department

Provider Network Management

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00am - 5:00pm

Contact Information

Contact: Jessica Kenney Raupp

Email: jraupp@Logisticshealth.com

Job Details

Job Summary: Build and maintain a successful working relationship between LHI and network providers to ensure a geographically competitive, broad access and stable network. Routinely negotiate cost effective fees, confirm service capability, respond to provider inquiries, and educate providers on contract expectations, processes and paperwork. Support implementation of strategies relating to the development and management of the provider network. Comprehend detailed knowledge of contracts in order to translate subcontractor and fee agreements to the providers. Must be able to routinely evaluate and negotiate contracts in compliance with company contract templates, reimbursement standards, and other key process controls, while maintaining network composition that includes an appropriate distribution of provider specialties.

Qualifications: Bachelors Degree in Business, Marketing and Communications or healthcare related field combined with a minimum of 1 year related experience (provider relations, network management, customer service and/or negotiations) required. Two years experience preferred. Previous experience utilizing financial models and analysis in negotiating rate structures required. Medical, dental, or healthcare insurance experience

preferred. Equivalent combination of education, experience and/or applicable military experience will be considered.

Qualified candidates will have knowledge of negotiating rates and managing subcontractor relationships while using strong customer service skills. The ability to influence and negotiate through use of excellent verbal, written and interpersonal means with a diverse group of people/disciplines at all levels of an organization is required.

Candidates must be able to speak clearly and concisely while conveying complex or technical information in a manner that others can understand, as well as ability to understand and interpret complex information from others. Must be able to work independently in a fast-paced environment, while being flexible and adaptable to changing situations. The ability to demonstrate an appropriate level of assertiveness in performing work responsibilities and in making work related decisions is required.

Must have proficient experience with Microsoft Office programs, Adobe or equivalent. Database experience/education a plus.

Medical or dental knowledge preferred along with a basic knowledge of Medicare reimbursement methodologies, i.e. Resource Based Relative Value System (RBRVS). National Career Readiness Certificate also preferred.

Occasional travel (10%) required.

Applications will be accepted until all positions are filled. There are 8 upcoming positions available. Anticipated start date for all 8 positions is between February 6th and March 27th, 2017.

16) SQL Database Administrator- La Crosse, WI

Department

Information Technology

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday-Friday 8:00 am- 5:00 pm

Contact Information

Contact: Janelle Bertelsen

Job Details

Job Summary: Design, implement and maintain database architectures and strategies to ensure performance, availability, integrity and security of company databases. Monitor and improve database performance and capacity utilization to provide high database availability and redundancy. Plan and execute future expansion requirements including the installation and testing of DBMS upgrades and patches when needed. Deploy security measures to safeguard all internal databases.

Qualifications: Bachelor's Degree in Computer Science or other related field combined with a minimum of 6 years experience as a SQL Server Database Administrator in an enterprise environment. Qualified candidates must possess proven experience in design, analysis, development, enhancement, automation, tuning and optimizing databases for high availability, performance and security. Equivalent combination of education, experience and/or applicable military experience will be considered.

Experience in the administration and support of MS SQL Server Management Studio (SQL 2005/2008 preferred) in production, testing and development environments required. Extensive operational experience implementing and maintaining multiple relational databases including backup and recovery procedures, replication and clustering also required.

Excellent written and verbal communication skills required with the ability to communicate effectively to a diverse group of IT professionals. Candidates must possess strong analytical, organizational and time management skills as well as the ability to take initiative in a goal-oriented environment to meet tight deadlines.

Experience with T-SQL as well as development of SQL scripts, stored procedures, functions and views is required. Experience in the support of database access from .NET based windows, web and web services applications in a multi-tier environment is highly desired. Experience with other MS SQL products such as Reporting Services, Analysis Services, Integration Services is preferred. Familiarity with Visual Studio 2005/2008 as well as experience with Windows 2003/2008 is ideal. Experience with managing and maintaining SharePoint platforms is desired.

Related Microsoft Certifications are a plus. National Career Readiness Certificate preferred.

Please Note: This position will support LHI's performance of a United States (U.S.) Government contract and will require the successful applicant to access and/or process Non Critical Sensitive information (Personally Identifiable Information [PII]/Protected Health Information [PHI]) from or contained in a U.S. Government IT system. To fulfill the data and IT system access requirements for this position, the successful applicant will be required to successfully complete a Trustworthy Determination, which will require the successful applicant to: 1) be a U.S. citizen 2) pass a National Agency Check with law enforcement in order to obtain the access privileges required by the position and 3) pass a Credit Check in order to obtain the access privileges required by the position.

Please Note: In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.

17) Supervisor, Accounting- La Crosse, WI

Department

Finance

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00am - 5:00pm

Contact Information

Contact: Jessica Kenney Raupp

Email: jraupp@Logisticshealth.com

Job Details

JOB SUMMARY

Plan and coordinate the day-to-day workflow of the Finance department. Oversee the timekeeping and payroll processes, timely and accurate entry of corporate invoices and expense reports including the processing and distribution of payments, and accounts receivable processes. Ensure LHI accounting procedures conform to generally accepted accounting principles (GAAP). Resolve Finance department issues in order to maintain good working relationships between LHI and customers, employees, and vendors.

- Oversee Accounting, Accounts Receivable, and some aspects of Payroll processing with direct supervision of accounting staff.
- Assist with the setup, maintenance, and backend processing of PeopleSoft Financials modules.
- Oversight and assistance with payroll processing, as it relates to the general ledger.
- Monitor processes to assess quality of payroll data.
- Research and identify causes for problems.
- Work with IT on system related initiatives, testing functionality and integrations for upgrades and enhancements.
- Assist with month-end close process.
- Perform detailed balance sheet account reconciliations for month-end close process.
- Prepare journal entries.
- Perform preliminary financial statement review to ensure GAAP compliance.
- Prepare ad hoc reports as requested.
- Assist with preparation of annual budget and periodic forecasts.
- Assist with the development, documentation and implementation of effective internal and financial systems controls, policies and procedures.

JOB QUALIFICATIONS

Required:

- Bachelor's Degree in Accounting or other related field
- Minimum of 4 years of related experience in professional accounting with at least 2 of those years in a supervisory or leadership role
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Knowledge of general accounting with a solid understanding of GAAP and integrated accounting systems
- Strong reconciliation, analysis and problem solving skills
- Proficient computer skills with Microsoft Office programs and integrated accounting systems experience
- Competent with Microsoft Excel utilizing functions, such as v-lookups, and creating pivot tables
- Individual will work with extremely confidential information requiring a high level of discretion, ethics and integrity
- Must be extremely detail oriented with a high level of accuracy, analytical skills and sound judgment
- Ability to effectively manage time and complete multiple tasks, while continually meeting critical deadlines and responding to changing priorities
- High level of professionalism, interpersonal and communication skills, with the ability to communicate effectively with all levels of the organization
- Ability to work independently with limited direction, as well as in a team environment

Preferred:

- Payroll processing experience
- Experience with PeopleSoft and processing multi-state payrolls is a plus
- National Career Readiness Certificate
- Experience with process improvement and documentation of procedures
- Knowledge of payroll regulations
- PeopleSoft system experience

Deadline extended: Applications will be accepted until 11:00pm CT on Tuesday, December 13, 2016.

18) VA Relations Specialist- Eau Claire and La Crosse, WI

Department

Provider Network Management

Schedule

Full time (40 hours or more per week)

Shift

1st

Hours

Monday - Friday 8:00am - 5:00pm

Contact Information

Contact: Jessica Kenney Raupp

Email: jraupp@Logisticshealth.com

Job Details

Job Summary: Maintain a successful working relationship between LHI and network providers through working with many varied clinical delivery systems. Being able to understand and identify the best alignment of appointment requirements to clinical times available within the varied clinical delivery systems. Communicate with internal and external customers to ensure the most efficient use of time to accomplish department goals and contract requirements.

Qualifications: Bachelor's Degree in Business, Marketing and Communications or healthcare related field combined with a minimum of 1 year related experience (provider relations, network management, customer service, negotiations, account services and/or account management) required. Two years experience preferred. Medical, dental, or healthcare insurance experience also preferred. Equivalent combination of education, experience and/or applicable military experience will be considered.

Qualified candidates will have knowledge of negotiating rates and managing subcontractor relationships, to include the ability to effectively manage provider accounts resulting in provider retention. Must be able to develop strong professional relationships while demonstrating a clear understanding of complex business structures. The ability to influence and negotiate through use of strong verbal, written and interpersonal means with a diverse group of people/disciplines at all levels of an organization is required.

Candidates must be able to speak clearly and concisely while conveying complex or technical information in a manner that others can understand, as well as ability to understand and interpret complex information from others. Must be able to work independently in a fast-paced environment, while being flexible and adaptable to changing situations. The ability to demonstrate an appropriate level of assertiveness in performing work responsibilities and in making work related decisions is required. Must have demonstrated the ability to effectively plan, prioritize and problem solve while utilizing strong customer service skill sets.

Must have proficient experience with Microsoft Office programs, Adobe or equivalent. Database experience/education a plus. National Career Readiness Certificate preferred.

Applications will be accepted until 11:00 pm CT on Thursday, December 22, 2016.

Please note: this position will be responsible for duties under the VBA contract.

There are 11 upcoming positions available. Anticipated start date for all 11 positions is between February 6th and March 27th, 2017.