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1) Specialist, Veteran Services Operational Support (La Crosse, WI)

Department Veteran Services

Schedule Full time (40 hours or more per week)

Shift 1st Hours M - F

Job Details

Applications will be accepted until 5pm CT on Thursday, August 11, 2016

This position has multiple openings with various shifts

Job Summary: Serve as the primary liaison between the VS Account Manager and the other Operational Departments specifically regarding issue resolution, process and order completion. Work closely with all aspects of the business to ensure customer retention and overall satisfaction. Responsible for maintaining the Operational documents LHI uses to conduct business with Veterans Administration. Assist with translating business requirements into technical solutions. Assist with the quality assurance and testing processes to ensure that the developed software functions satisfy original and end user requirements.

- Provide regular operational updates to the Account Manager on the state of each area of responsibility
- Complete job tasks and functions on time to keep the order completion process on track
- Communicate any order issues to the Account Manager and Operational Supervisor
- Assist in making decisions based on contract requirements and guidelines
- Support ongoing management of operational documents
- Assist Members of other departments in creation and maintenance of VA Appointment Documents
- Maintain and distribute department reports

Required Qualifications:

- Associates Degree in Business, Administrative or other related fields or equivalent combination of education, experience and applicable military experience will be considered
- 2 year experience in Client Services, Customer Service, or Military Experience
- Demonstrate exceptional organizational and multi-tasking abilities as well as work in a fast paced, action oriented environment
- Ability to perform detailed work with a high degree of accuracy
- Must be able to work with a diverse group of people to accomplish customer driven goals
- Ability to remain calm in stressful situations and conduct yourself in a professional manner at all times
- Proficient in Microsoft Office Suite with high knowledge base specifically in Excel
- Must have excellent verbal and written communication to ensure understanding on all levels of the business

Preferred Qualifications:

- Proficiency running and sending all required service component data reports, as appropriate
- Understanding of database structures and relationships

2) Records Mgmt Specialist I (La Crosse, Wisconsin) (part time and full time available)

Department Data Control

Schedule Part time (20-29 hours per week)Shift 1st

Hours M – F

Schedule

Full time (40 hours or more per week)Shift 1st

Hours Monday- Friday

Job Details

Applications will be accepted until 5pm CT on Thursday, August 11, 2016

Multiple openings with various shifts available.

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.

Applications will be accepted until 5pm CT on Thursday, August 11, 2016

This position is contingent upon award of contract

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation submitted by the VA Security and investigations Center (SIC). Additionally, you must maintain U.S. citizenship or Allen Registration that authorizes you to work in the U.S. and be able to read, write, speak and understand the English language.

3) RN, Quality Assurance (La Crosse, WI)

Department Clinical Operations

Schedule Full time (40 hours or more per week)Shift 1st

Hours M - F

Job Details

Applications will be accepted until 5pm CT on Thursday, August 11, 2016

Please note that there are multiple opening with varying shifts

Job Summary: Evaluate and provide a clear, comprehensive and concise review of a variety of medical exams, assessments and information while utilizing the nursing process. Determine medical fitness, make recommendations regarding the ability to be deployed to an austere environment and capability to perform required job functions in accordance with the applicable regulatory standards. Identify emergent behavioral health issues

and initiate intervention when necessary. Evaluate and determine if medical documentation meets contractual requirements for compensation and benefit rating purposes.

Qualifications: Must be a graduate of an accredited nursing program such as a Bachelor's of Science in Nursing (BSN) and/or Associate's Degree in Nursing (ADN) with 4 years of recent clinical experience required. Medical/surgical background preferred. Occupational health, behavioral health and/or military experience a plus. Position requires the ability to interpret lab results. Experience interpreting EKG results preferred. Knowledge of CPT and ICD9 coding and phlebotomy desired.

Candidates must be currently licensed or able to obtain RN licensure in the state of Wisconsin or a compact state. Proficient computer skills including Microsoft Office programs and database experience required.

Applicants must be able to understand regulatory standards and their application to various medical examinations and documents. Must possess excellent verbal and written communication skills. Analytical thinking and team work skills are required. Ability to perform detailed work with a high degree of accuracy is also required. National Career Readiness Certificate preferred.

4) Specialist, Order Entry (La Crosse, WI) (full time and part time available)

Department Data Control Schedule Full time (40 hours or more per week)

Shift 1st Hours Monday- Friday

Schedule Part time (20-29 hours per week)Shift 1st

Hours M – F

Job Details

Job Summary: Responsible for reviewing and entering data from incoming paperwork for the creation of system orders. Job duties also include maintaining accurate filing systems, researching errors, scanning exam documentation and communicating with customers.

Qualifications: High School Diploma or equivalent required with basic computers skills including Microsoft Office programs. Data entry skills and customer service experience preferred. Candidates must be able to recognize inconsistencies in data, work independently, multi-task and meet deadlines. Equivalent combination of education, experience and/or applicable military experience will be considered. National Career Readiness Certificate preferred.

Multiple positions with various schedules available.

Applications will be accepted until 5pm CT on Thursday, August 11th, 2016.

This position is contingent upon award of contract

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation submitted by the VA Security and investigations Center (SIC). Additionally, you must maintain U.S. citizenship or Allen Registration that authorizes you to work in the U.S. and be able to read, write, speak and understand the English language.

Applications will be accepted until 5pm CT on Thursday, August 11, 2016

This position is contingent upon award of contract

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation submitted by the VA Security and investigations Center (SIC). Additionally, you must maintain U.S. citizenship or Allen Registration that authorizes you to work in the U.S. and be able to read, write, speak and understand the English language.