



Ambulance Service Management Corporation

Management, Consulting Services, Accounting,
Billing Services, Marketing and Human Resources

Ambulance Service Management Corporation at Citizens' Ambulance Service is now hiring!

1. Maintenance and Grounds Crew

Part-time position approximately 18-20 hours per week, various times. Duties include general maintenance (**vehicle detailing, minor repairs, painting etc.**) and grounds work (**mowing, weeding, snow removal during winter season, etc.**) at CAS sites in Indiana and surrounding area. Required: valid drivers' license with acceptable driving history and criminal background history and ability to lift up to 50 lbs, frequent bending, reaching and kneeling. Experience driving a heavy duty pickup and operating a zero turn mower and snow plow. Additional Training provided as necessary. **Candidates must have the aptitude and ability to work independently on assigned tasks. (\$10.50/hour).**

2. Claims Management Associate

Full-time Accounts Receivable claims management, performing computerized data entry for posting of funds received for payment to accounts and general resolution of claims, including collections. Duties include research and problem solving to address discrepancies and make adjustments as needed. Successful candidates will have a verifiable track record of applicable experience and the ability to work independently with speed and accuracy. Medical billing or other financial management experience in accounting or accounts receivable is preferred. In-house training on our specialized billing software will be provided. A Speed and Accuracy assessment may be administered as part of the Interview process. **THIS IS A FULL-TIME POSITION IN INDIANA PA, WORK SCHEDULE MONDAY THROUGH FRIDAY.** (Hourly pay rate commensurate with experience).

3. Non-emergency Transport Dispatcher

Part-time (12-28 hours per week). Duties include (telephone) intake and dispatch of customers' requests for medical transportation at Citizens' Ambulance Service (Indiana, PA) Non-Emergency Transport Center. Successful candidates will have expertise in keyboarding skills using Microsoft Excel and database programs and a history of providing excellent telephone customer service in a busy environment. A proficiency test for speed and accuracy may be administered as part of the interview process. Available schedule: Thursdays and Fridays (8 hour shift between the hours of 8A-6P) and Sundays (12 hour shift 8A-8P). **(\$12.50/hour)**

4. Part-time Billing & Customer Service Representative

THIS IS A PART-TIME POSITION (25-28 hours per week).The base schedule for this position is Monday through Friday between the hours of 10AM-3PM. Essential duties are to provide administrative support to the billing department (including but not limited to computer data entry, copying, filing, processing incoming and outgoing mail, etc.) while proficiently handling direct contact with customers (internal and external) both in-person and by phone. The successful candidate will be able to work efficiently and with attention to detail, have a positive, professional demeanor and 2+ years of direct experience providing excellent customer service. A Speed and Accuracy evaluation may be administered as part of the Interview process. (Hourly pay rate commensurate with experience).

5. Full-time EMT

Provide BLS patient care and transport for ambulance patients in a pre-hospital setting for the premier EMS provider in Indiana County (PA). **Full-time schedule: 40 hours per week or 5-24 hour shifts every two weeks.** Benefits include healthcare, dental, short and long term disability and life insurance, and earned vacation, sick and personal days. Applicants must have a current PA EMT certification, CPR and EVOC to be considered for employment. Criminal Background and MVR reviews are part of the interview/selection process. (\$15/hour)

6. Full-time Paramedic

Provide ALS patient care and transport for ambulance patients in a pre-hospital setting for the premier EMS provider in Indiana County (PA). **Full-time schedule five-24 hour shifts every two weeks.** Benefits include healthcare, dental, short and long term disability and life insurance, and earned hours for paid vacation/sick hours and 2 personal days. Applicants must have a current PA Paramedic certification, CPR, ACLS, PALS and PHTLS/ITLS and EVOC to be considered for employment. Criminal Background and MVR reviews are part of the interview/selection process. (\$19/hour)

**Resumes can also be sent to careers@asmgt.com or ASMC HR, PO Box 1016, Indiana PA 15701