

HELP WANTED

...continued from page four

Successful applicant will be self-motivated and able to work independently with minimal direction and supervision. Background check and drug screen required. Excellent benefit package with health insurance for employee, employee and spouse, or employee and children at no cost. Also paid sick, vacation, holidays, life, AD&D coverages, excellent retirement and more. For complete job description and Employment Application go to www.morrowcountyhealthdistrict.org and visit the Career Opportunities page. EEOE. 9-21-1C



Full-time Weed Coordinator

Morrow County is now accepting applications for a full-time Weed Coordinator with Public Works. The Coordinator will serve as the Weed Inspector for Morrow County. The Coordinator provides technical, educational, and administrative leadership for the Morrow County Weed Control program. Oversees County roadside spraying program and other Integrated Pest Management (IPM) activities (i.e. biological controls, seeding, etc.). Acts as Morrow County Weed Inspector in accordance with Oregon State Statutes and Morrow County Ordinances. Works secondarily as a Senior Maintenance Specialist. For more information and to apply, please visit Morrow County at <http://www.co.morrow.or.us/hr> or contact (541) 676-5620. Morrow County is an EOE. Open until filled. 9-7-3C

Medical Staff/ Executive Coordinator

Morrow County Health District is recruiting for a full time Medical Staff/Executive Coordinator. Starting salary \$75K or DOQ. This position is located in Heppner, Oregon and will assist the Chief Executive Officer (CEO) in all matters of the District, including contract management and personnel issues. Emphasis is in management and coordination of all medical staff programs, policies and privileging, and payer credentialing for all district providers and facilities. The Coordinator will coordinate and assist the CEO with all functions of the medical staff, including assistance with contracting, recruitment, privileging, provider scheduling and other related tracking. Will schedule, prepare agendas for, and take medical staff meeting minutes. Also assists with policy development, tracking licenses, certifications and contracts for renewal of all providers, assist with preparation of other correspondence, reports, audits, surveys, analyses and spreadsheet generation, and various other duties. Prefer two years of experience in credentialing and/or medical staff coordination, Bachelor Degree in a related field is preferred. The successful applicant must possess excellent interpersonal and communication skills, the ability to function under strict confidentiality and meet strict deadlines, work without direct supervision and have strong analytical capabilities and computer skills. Pre-employment background check and drug screen required. Excellent benefits includ-

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ing health insurance package including medical, dental and vision coverage for employee, employee and spouse, or employee and children at no cost. Also paid sick, vacation, holidays, life, AD&D coverages, excellent retirement and more. For complete job description and Employment Application go to www.morrowcountyhealthdistrict.org and visit the Career Opportunities page. EEOE. 9-21-1C



ASSISTED LIVING FACILITY ADMINISTRATOR

Willow Creek Terrace Assisted Living Facility in Heppner has openings for an Administrator of the facility. Starting salary \$72,476 - \$82,000 DOQ. The position is Monday - Friday 40 hrs/wk plus on-call. Position benefits include paid sick leave, vacation, paid medical & vision insurance. Duties will include the administrative authority, responsibility and accountability of directing the operation of the assisted living facility. Must be able to obtain NAB certification, Food Handlers, First Aid, CPR, state certification. Background check required. Applications are available by contacting jodif@mcohd.org or by calling 541-676-2932. Please include resume listing experience and qualifications. EEOE. 9-14-2C



Patient Account Representative

Morrow County Health District has a full-time opening for the Patient Business Office at Pioneer Memorial Hospital in Heppner for a Patient Account Representative. \$23.01 - \$25.41 DOQ with step increase after 4-month probationary period. The Patient Account Representative is responsible for all aspects of accounts receivable billing and follow-up with all insurance payers, along with payment posting and credit balances. This position is responsible for assigned insurance carriers and/or financial classes assigned by PBO Director. This includes claims, follow-up, credits, etc. Responsible for tracking electronic Explanation Of Benefits for Electronic Funds Transfers. Must be able to navigate inside the electronic medical records (EMR) system to abstract needed data for billing purposes or release of medical records as needed. Prepare and submit claims for payment to insurance carriers. Which includes primary, secondary and tertiary claims. Both electronically and by paper if needed. Other duties include back up for processing bill runs, utilizing the claims clearinghouse to manage claims with errors, denials or no payer responses, work account receivable reports as needed to ensure all claims are followed up to resolution, work credit balances in a timely manner and prepare insurance refunds, prepare Medicare credit balance reports as directed and post all insurance and self-pay payments. This includes electronic posting as well as manual entry. Requires significant computer experience with Microsoft Office program experience required and other program experience helpful. Prior medical office experience, especial-

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ly with Electronic Health Record and billing processes strongly preferred. Excellent benefits package including health insurance with medical, dental and vision for employee, employee and spouse, or employee and children at no cost. Also paid sick, vacation, holidays, life, AD&D coverages, retirement, more. Background check and drug screen required. For more information, contact Juli Kennedy, 541-676-2955. Applications available at www.morrowcountyhealthdistrict.org thru the link on this page, or at Pioneer Memorial Hospital, 541-676-9133. EEOE. 9-21-1C



TEMPORARY RECEPTIONIST

Morrow County Health District is accepting applications for a temporary full time Receptionist at Pioneer Memorial Clinic from late September/October through December. Duties include positively interacting with patients in person and on the phone, scheduling appointments, greeting patients and obtaining current information, operating various computer software programs, collecting payments and more. Requires highly organized individual with great positive attitude and excellent customer service skills. High School Diploma and two years general office experience required, medical office experience preferred. Pre-employment drug screen and background check required. Applications are available through the link on this page, at Pioneer Memorial Hospital, or by contacting 541-676-9133. EEOE. 9-14-2C



DIRECTOR OF QUALITY AND RISK MANAGEMENT

Morrow County Health District has an opening for a Director of Quality and Risk Management at Pioneer Memorial Hospital in Heppner. \$105,892 - \$119,828. The Director of Quality and Risk Management interacts daily with the department directors and leadership of Morrow County Health District to coordinate and oversee the performance improvement efforts, Risk Management, Patient Safety efforts, and regulatory compliance.

The Director of Quality/Risk is responsible for the District's Quality Improvement (QI) Program, Quality Assurance (QA) Program, and Risk Management. The Director manages and maintains databases associated with the programs, identifies trends, prioritizes and recommends improvements, works to decrease duplication, and ensures compliance with federal and state quality initiatives. Extracts data from electronic health records system and provides reporting support to department managers, physicians, and administration. Reviews standards of care, compliance with regulations. Implements patient safety processes, conducts risk assessments, submits quality data to governmental agencies, and develops department policies.

This position directs, monitors and evaluates the hospital-wide Risk Management and Patient Safety Program in compliance with federal and state regulations. Integrates the

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Risk Management and Patient Safety Program with the Districts primary functions. Responsible for the design, development and implementation of The District's Quality Improvement and Quality Assurance Programs. Is accountable for timely program revisions to meet regulatory requirements. Creates reports and extracts data from the electronic health record for several quality initiatives, including MBQIP, HCAHPS, PQRS, and EDTC. Responsible for integrated Quality Assurance Program for all District departments. Coordinate QA meetings and reporting. Compiles statistical data and reports on results as they relate to QA issues. Lead Quality Functional Teams. Will create an annual Education Plan to promote staff knowledge and understanding of risk management, loss prevention, and regulatory compliance issues as well as The District's performance improvement process.

Position requires a current Oregon RN License, Bachelor Degree preferred, 3-5 years clinical RN experience, one to three years of experience in Quality/Risk management preferred.

Excellent benefit package including medical, dental, vision with health insurance for employee, employee and spouse, or employee and children at no cost to you. Family coverage options available. Also life & long term disability coverages, paid sick, holidays, vacation, retirement, education reimbursement program, ground and air ambulance membership, more. Pre-employment drug screen and background check required. Job Description, complete benefits list and Employment Application available at www.morrowcounty-healthdistrict.org, or by calling Pioneer Memorial Hospital, 541-676-9133. EEOE.9-21-2C



PUBLIC NOTICE

LEGAL NOTICE IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF MORROW

In the Matter of the Estate of JAMES C. BLANKENSHIP, Deceased. No. 22 PB07058 NOTICE TO INTERESTED PERSONS NOTICE IS HEREBY GIVEN That the undersigned has been appointed personal representative. All persons having claims against the estate are required to present them, with vouchers attached, to the undersigned personal representative at the office of Monahan, Grove & Tucker, 105 N. Main, Milton-Freewater, OR 97862 (attorneys for the personal representative), within four months after the date of first publication of this notice, or the claims may be barred. All persons whose rights may be affected by the proceedings may obtain additional information from the records of the court, the personal representative, or the attorneys for the personal representative. Dated and first published September 21, 2022.

Gordon Blankenship, Personal Representative. Submitted by Samuel E. Tucker, OSB #763644 MONAHAN, GROVE & TUCKER Attorneys at Law 105 N. Main St. Milton-Freewater, OR 97862 Phone 541-938-3377 Fax 541-938-6112 sam@mgtlegal.com Published: September 21, 28, October 5, 2022 Affidavit

FOR RENT

St. Patrick's Senior Apartments
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Heppner, OR 97836
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REAL ESTATE

PROPERTY WANTED

I have buyers looking for homes, land and building lots in the Heppner, Lexington and Ione area. Good time to sell! Call, text or email me. Chris Sykes Sykes Real Estate 541-980-6674 - cell 541-676-9228 - office Heppner, OR chris@sykesrealestate.net 9-21-tfn

Fencing

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