

## New or Existing Applicants

### [Searching Our Jobs:](#)

Go to [Moffitt.org/Careers](http://Moffitt.org/Careers). Then, click the “Search Jobs” button located towards the bottom of the page.

## Careers



Working at Moffitt Cancer Center is both a career and a mission. All our employees – from nursing to information technology - are dedicated to patient care, research and education to advance our fight against this disease. Discover what it means to be part of the Moffitt team. Join our mission to contribute to the prevention and cure of cancer.

### How to Search and Apply for Jobs

Download 

### Browse our Careers

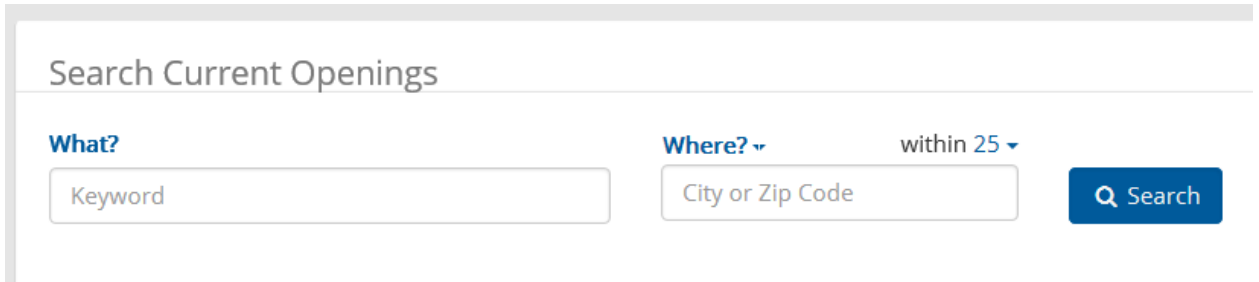
Search Careers

**Previous applicants:** Be sure to read the notice above the search options on the career site to read further instructions on merging multiple accounts.

#### What to expect when applying

- We have recently made upgrades to our site to improve your experience. **Previous applicants, please create a new account using the same name and email address you used when applying previously. The system will sync your records automatically to our upgraded site.**
- A valid email address will be required in order to create an account and apply to a job posting. A confirmation email will be sent to you for each successful application submission.
- It is important to remember your account information (username and password). As you apply, your Applicant Account will accurately reflect your Application History.
- Once you submit an application, your information will be stored for easy retrieval should you apply for future positions.
- To view our current job opportunities and apply online, search by a Keyword, Location, or by using one of the Advanced Search filters offered below.

You can use the key word search option to immediately begin reviewing our opening:



The image shows a search interface titled "Search Current Openings". It features two input fields: "What?" with a placeholder "Keyword" and "Where?" with a placeholder "City or Zip Code". To the right of the "Where?" field is a dropdown menu showing "within 25". A blue "Search" button with a magnifying glass icon is positioned to the right of the "Where?" field.


Use the Advanced Search options to filter and narrow down you job search so you are only viewing vacancies that you are interested in applying for. For example, if you are only looking for a full time position, you may choose the “Positions by Status” search option.

**Positions by Location** – allows you to view positions based on the physical address



The image shows a filter section titled "Location" with a dropdown arrow. Below the title are two options, each with a checkbox: "H. Lee Moffitt Cancer Center & Research Institute" and "M2Gen".

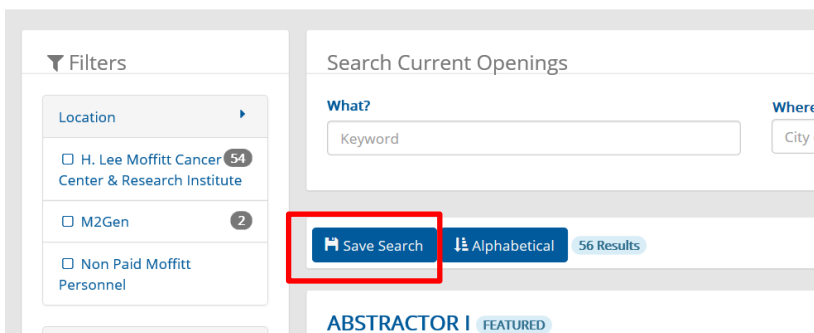
**Positions by Category** – allows you to view positions based on the category (Clerical, Nursing and Patient Services, etc.)



The image shows a filter section titled "Category" with a dropdown arrow. Below the title are three options, each with a checkbox: "Administrative & Clerical Support", "Allied Health & Clinical Lab", and "Business & Information Technology".

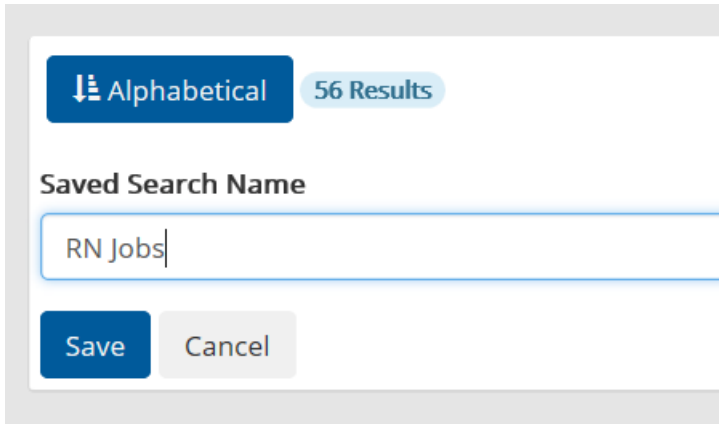
And so on with each grouping.

If you have an existing profile, you can create saved searches creating your desired search than clicking the “Save Search” option.



The image shows a search results page. On the left is a "Filters" sidebar with a "Location" section containing three options: "H. Lee Moffitt Cancer Center & Research Institute" (54 results), "M2Gen" (2 results), and "Non Paid Moffitt Personnel". The main search area is titled "Search Current Openings" and shows the search criteria: "What? Keyword" and "Where? City o". Below the search criteria are buttons for "Save Search" (highlighted with a red box), "Alphabetical", and "56 Results". At the bottom, there is a "FEATURED" section with the text "ABSTRACTOR I".

Name your search and click "Save."



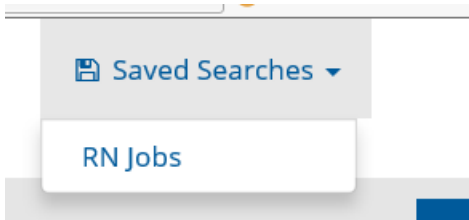
Alphabetical 56 Results

Saved Search Name

RN Jobs

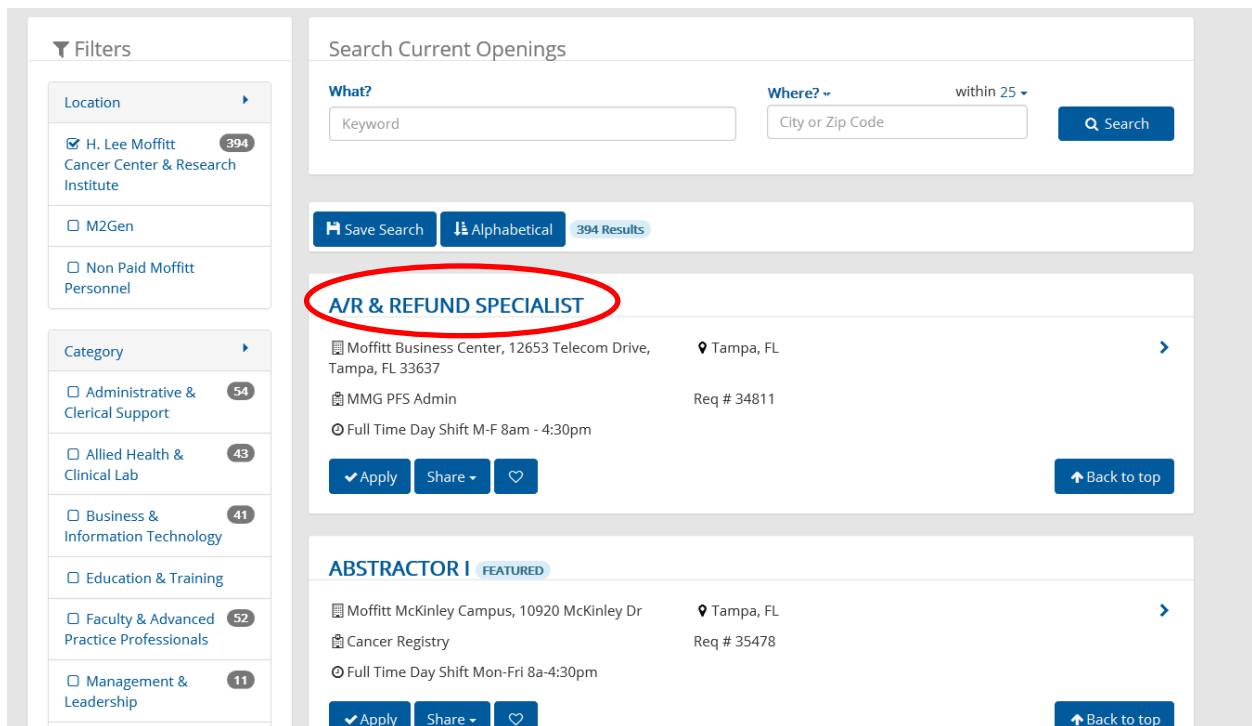
Save Cancel

Once you sign out and back in...and going forward...you will see your saved searches. You will only see this if you are logged into your profile.



### [Viewing a Job Posting:](#)

On the search results page, our postings will indicate building, department, and schedule for quick reference. In order to view the full posting click the job title.



Filters

Location

- H. Lee Moffitt Cancer Center & Research Institute (394)
- M2Gen
- Non Paid Moffitt Personnel

Category

- Administrative & Clerical Support (54)
- Allied Health & Clinical Lab (43)
- Business & Information Technology (41)
- Education & Training
- Faculty & Advanced Practice Professionals (52)
- Management & Leadership (11)

Search Current Openings

What?  Where? within 25  Search

Save Search Alphabetical 394 Results

**A/R & REFUND SPECIALIST**

Moffitt Business Center, 12653 Telecom Drive, Tampa, FL 33637 Tampa, FL

MMG PFS Admin Req # 34811

Full Time Day Shift M-F 8am - 4:30pm

Apply Share Back to top

**ABSTRACTOR I** FEATURED

Moffitt McKinley Campus, 10920 McKinley Dr Tampa, FL

Cancer Registry Req # 35478

Full Time Day Shift Mon-Fri 8a-4:30pm

Apply Share Back to top

Here you will see more detailed information regarding the posting such as job summary, requirements, license and certifications, etc.

### A/R & REFUND SPECIALIST

📍 Moffitt Business Center, 12653 Telecom Drive, Tampa, FL 33637

👤 MMG PFS Admin

🕒 Full Time

📅 Day Shift

🕒 M-F 8am - 4:30pm

Moffitt Cancer Center is internationally recognized for our focus on personalized cancer care and translational research. With a tradition of excellence that began with the first patient admission in 1986, dedicated Moffitt physicians, scientists and staff members have remained committed to excellence in an atmosphere characterized by kindness, caring and hope

Position Highlights:

- The A/R and Refund Specialist is responsible for resolving credit balances, and ensure all inter-company transfers, time of service and pre-payments are posted for the Moffitt Medical Group. Specialist is also responsible for follow-up and resolution of assigned accounts receivables, including amounts due from Moffitt's Research Institute. The A/R and Refund Specialist will also review and sort correspondence and mail received for MMG and ensure it gets to the appropriate department for resolution.

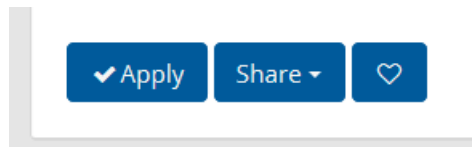
Responsibilities:

- Works closely with billing vendor to identify and resolve credit balances
- Review refund requests from billing vendor and Business office with IDX to ensure accuracy and submit to manager for approval
- Responsible for reconciliation of all credit balances and maintenance of spreadsheets and files associated with credit balances
- Review time of service payments, ensure all documentation is attached and accurate, forward

## [Interested in Applying?](#)

You can apply two ways:

1. You can apply via the job search results by clicking the blue “Apply” button. Current employees can apply via this option as well.



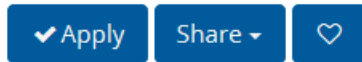
2. You may also apply on the job details page by clicking the same blue “Apply” button. Following the steps noted above.

- Assist with participant recruitment mailings, tri
- data entry.
- Manages several tasks at a time for different re
- Communicates with and follows up with partic

**Credentials and Qualifications:**

- High School Diploma/GED
  - Must be pursuing an undergraduate de
- Knowledge of the terminology, principles and t
- Ability to plan, organize and coordinate work a
- Excellent verbal and written communications s

Moffitt Cancer Center is an Equal Opportun  
receive consideration for employment without  
identity, national origin, age, or protected vete  
personal and professional experience, have pr  
and excellence.



**IMPORTANT!**

You will be prompted to indicate if you are a current employee of Moffitt Cancer Center or M2Gen. Make the appropriate selection:

Are you currently employed with Moffitt or M2Gen?

il C  
pr  
ncc

Yes No Cancel

**NOTE!** Volunteers, Students, Contractors or Non-Paid Staff/Trainees are not considered paid staff. Therefore, are not considered an “employee” of Moffitt Cancer Center or M2Gen.

You will be brought to the log in page; from there, you may need to register if you have never applied in the past. **Past applicants can login with their previous username but may be prompted to merge old accounts associated with your email address. Review the instructions prompted during sign in or via the career page.**

#### What to expect when applying

- We have recently made upgrades to our site to improve your experience. **Previous applicants, please create a new account using the same name and email address you used when applying previously. The system will sync your records automatically to our upgraded site.**
- A valid email address will be required in order to create an account and apply to a job posting. A confirmation email will be sent to you for each successful application submission.
- It is important to remember your account information (username and password). As you apply, your Applicant Account will accurately reflect your Application History.
- Once you submit an application, your information will be stored for easy retrieval should you apply for future positions.
- To view our current job opportunities and apply online, search by a [Keyword](#), [Location](#), or by using one of the Advanced Search filters offered below.

Complete the registration information if needed...

### Create Account

**Email: \***

**Confirm Email: \***

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## Create Account

**First Name: \***

Samantha

**Middle Name:**

A

**Last Name: \***

Sample

**Mobile Phone:**

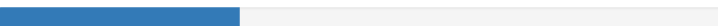
8135558888

**Password: \***

|

**Confirm Password: \***

|



← Previous

→ Next

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## Security Questions

**Question 1: \***

What street did you grow up on?



**Answer 1: \***

Main Street

**Question 2: \***

What is your pet's name?



**Answer 2: \***

Roover

**Question 3: \***

Who is your favorite actor, musician, or artist?



**Answer 3: \***

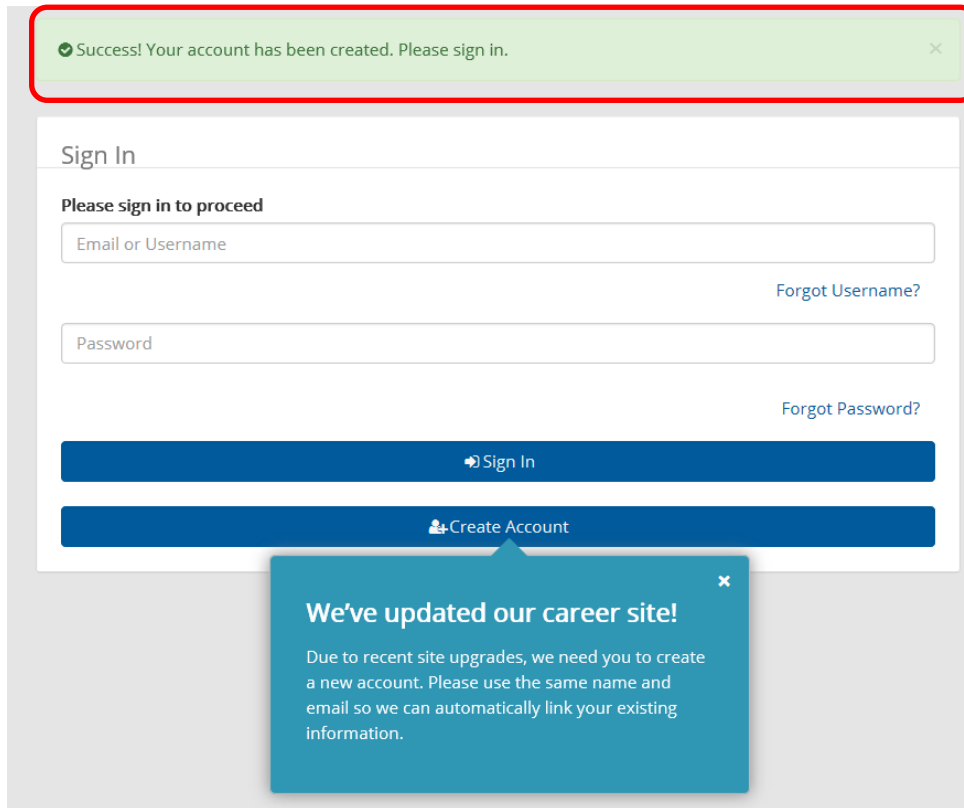
Beethoven



← Previous

✓ Finish

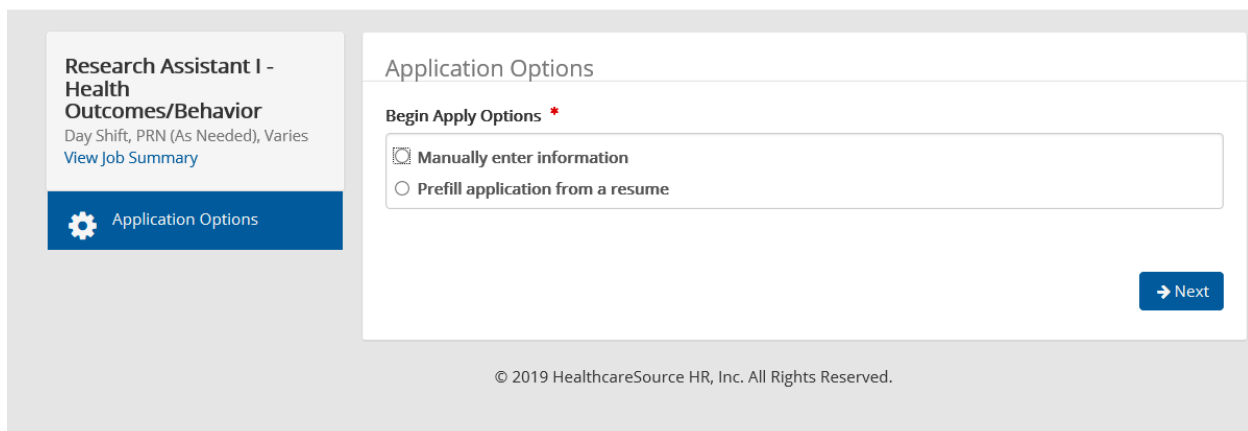
Once your account is successfully created, you will be taken back to the log in page and see the message below:



Whether you have logged in previously or register a new profile, you will be taken to the application automatically upon signing in.

You will be asked if you would like to manually complete the application or pre-fill from an resume. If your account was merged and you have an existing application on file you will see an additional option to use an old application.

**!! CAUTION !!** A resume may be corrupt or corrupt during the parsing process. If this happens, HR will not see your application has been submitted. We recommend if parsing only parse resumes built on text only. If the application does not appear on our end you may need to apply manually once more.





**Important Information for Applicants:**

You can see which portions of the application are considered missing required information by the indication of an exclamation point.

Those sections where the required information is completed are indicated by a check mark.

Be sure to use the “Save Often” link as well. This will come in handy if your application times out.

The screenshot shows a vertical list of application sections. The top section is a header for 'Research Assistant I - Health Outcomes/Behavior' with a 'View Job Summary' link. Below are seven sections, each with an icon, a name, and a status indicator (checkmark or exclamation point). Red brackets on the right side group the sections with checkmarks and the sections with exclamation points, pointing to explanatory text.

Section	Status
Introduction	Completed (Checkmark)
Personal Information	Completed (Checkmark)
Education	Missing (Exclamation point)
Licensure	Missing (Exclamation point)
Work History	Missing (Exclamation point)
Resume	Completed (Checkmark)
References	Missing (Exclamation point)

Those sections where the required information is completed are indicated by a check mark.

You can see which portions of the application are considered missing required information by the indication of an exclamation point.

**REMINDER:** The sections that are required will have a red asterisk next to each field.

## Education History

What is your highest level of education? \*

Please Select

⚠ This field is required

Some fields have specific formatting needed for our information. Please be sure to use this formatting otherwise you cannot submit your application to us.

For example, the primary phone portion needs to be formatted with the dashes included.

Primary Phone: \*

(000) 999-3333

ℹ Enter 10-digit phone number (000)000-0000

### Adding Education Information:

You will need to add one section of education information before being able to add additional education information

The screenshot shows the 'Education History Review' section of a form. At the top, it says 'Please review your education history. Use the Add More Education button to add additional education history.' Below this, there is a card for 'Education 1:' containing 'High School' and 'High School'. A red box labeled '2' points to the 'High School' text. To the right of the card, a red box labeled '1' points to an 'Edit' button. Below the card is a blue button labeled '+ Add More Education'. At the bottom of the form are two blue buttons: '← Previous' and '→ Next'.

## Adding Work History:

Please note the follow message on our application.

### Work History

To accurately and fairly determine your **RATE OF PAY**, completion of all previous work experience is **required** in this section! Be sure to list all previous experience, even for positions other than what you are applying. **Please fill out this section completely.** Also account for all periods of unemployment.

Massachusetts Applicants only: Please include as part of your employment history any verified work performed on a volunteer basis.

I Acknowledge: \*

 X

⚠ This field is required

If you have work history to add, you will be taken to the first employment information section.

Once that initial employment information is provided, you can add additional information as needed.

### Work Experience

To accurately and fairly determine your **RATE OF PAY**, completion of all previous work experience is **required** in this section! Be sure to list all previous experience, even for positions other than what you are applying. **Please fill out this section completely.** Also account for all periods of unemployment.

Massachusetts Applicants only: Please include as part of your employment history any verified work performed on a volunteer basis.

+ Add Work Experience

Work 1:

Acme Company

Tester · 01/01/1908

Edit

I acknowledge that I have included all of my relevant work history for the position for which I am applying. \*

Yes

← Previous

Next →

Review the Compliance information and sign once complete. You will be prompted and your application will not be submitted until you have fully finished the application online.

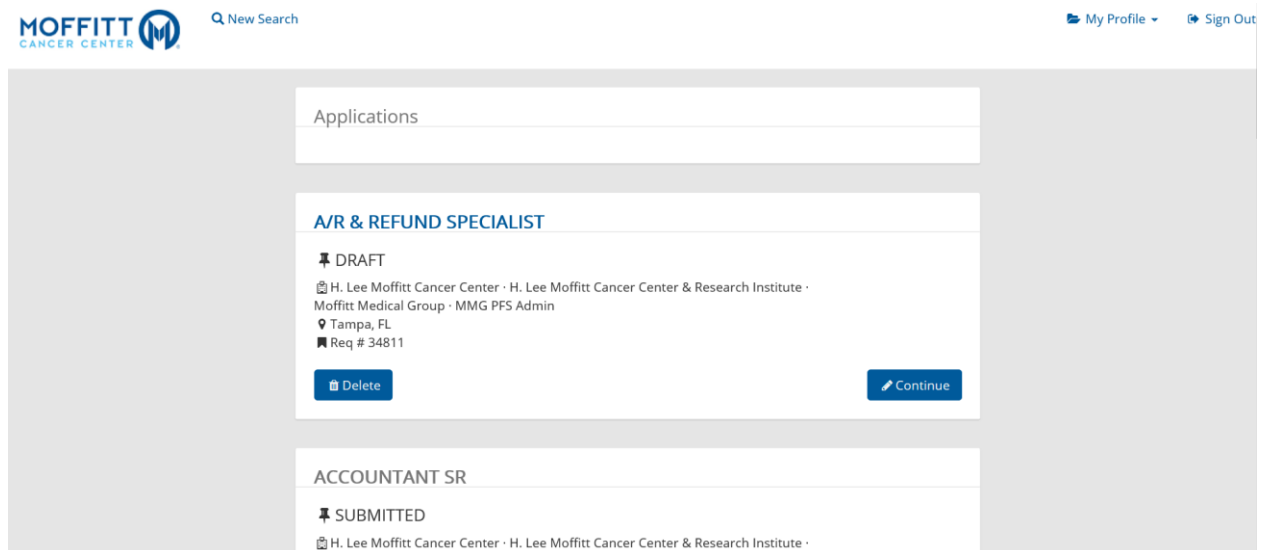
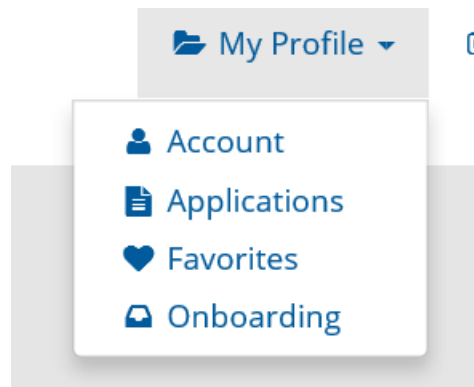
Complete the remaining pages of the application online (this may vary based on the position you are applying to with interest).

### [Want to review your application history?](#)

Log back into your account using the sign-in link at the top of the Job Search page.


[!\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5\_img.jpg\) Sign In](#)


Upon logging in, you can view your draft and submitted application under “My Profile”





To continue with an application in Draft status, click “Continue” from this page:



### A/R & REFUND SPECIALIST

 DRAFT

 H. Lee Moffitt Cancer Center · H. Lee Moffitt Cancer Center & Research Institute ·  
Moffitt Medical Group · MMG PFS Admin

 Tampa, FL

 Req # 34811

 Delete  Continue

To abandon a draft application, click “Delete.”

Once an application is submitted it can only be withdrawn by Human Resources.