
Job Description

Growing and busy Sports Medicine and Family practice is seeking newly Licensed Practical Nurse professionals to join our patient-oriented team.

Job Title: LPN (Licensed Practical Nurse)

Full Time / Non-Exempt: Working 35 - 40 hours / week.

IDEAL for a newly qualified LPN or LPN with 1-3 years experience.

Pay Range: \$17.50 to \$22.50 per hour, depending on experience.

Company Benefits include a PTO (Paid Time Off) Bank & 401(k) retirement plan with a company match. At this time, the company does not offer a medical/dental plan.

Occasional evening and Saturday morning hours may be required.

Please respond with a Covering Letter & Resume and provide an email address and/or phone number where you can be contacted.

APPLICATIONS WITHOUT THE REQUESTED INFORMATION MAY NOT BE REVIEWED.

Job Summary:

Under immediate supervision, supports physicians in the provision of patient care by: recording vital signs, discussing chief health concerns, performing testing, and administering injections; assists with procedures and documentation.

Helps patients by providing information, services, and assistance.

Job Tasks and Responsibilities:

- Verifies patient information by interviewing patient; recording medical history; confirming the purpose of the visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary.
- Saves physician's time by helping with office procedures as requested.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records, and keeping patient information confidential.
- Counsels patients by transmitting physician's orders and questions about treatment.
- Pre-certifies diagnostics procedures and communicates instructions to patients.
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.
- Keeps supplies ready by inventorying stock; requesting new supplies; and verifying receipt.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements.
- Enhances practice reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Performs other duties as assigned

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of Medical Terminology
- Very Good Interpersonal / Human Relations Skills

- Ability to Maintain Schedules
- Ability to Maintain Confidentiality
- Ability to exert Physical Effort, Standing, Lifting, and Carrying Material or Equipment
- Ability to File and Retrieve Information
- Ability to Respond to Questions in a Tactful and Professional Manner
- Ability / Willingness to Adhere to the Established Departmental Service Standards

MINIMUM QUALIFICATIONS:

Education and experience equivalent to:

High school diploma or equivalent, plus one (1) year of technical training

LPN License or pending license is required.

Familiarity with eClinicalWorks and/or other EMR systems is a plus.

Knowledge of HIPAA, Meaningful Use or MACRA is an asset.

Normal medical office environment.

Job Type: Full-time