



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** Medical Assistant/LPN (**Phone Triage**)

**REQUISITION:** #1129

**LOCATION:** Lifespan Florence Rd.

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**Posting Date:** 11/15/17

**Expiration Date:**

**Department:** Clinical Support

**Salary Range:** dep. on educ. & exp.

**Reports To:** Nursing Manager

**Status:** Non-Exempt

**Position Hours:** Monday - Friday, 8am-5pm with 1 hour for lunch

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**POSITION SUMMARY:** The Medical Assistant/LPN works as a part of the clinical provider team and assists the physician and other providers in the provision of primary health care to those patients presenting for assistance at Lifespan Health offices. They also provide limited direct and indirect patient services and perform specific procedures, as authorized by training and provider direction. The applicant must hold a BLS Certificate and if an LPN, must hold current licensure.

### **CORE DUTIES/RESPONSIBILITIES:**

(NOTE: Some duties and responsibilities will require documented training and supervision prior to the Medical Assistant/LPN being allowed to perform independently. This will be completed and documented by the Nursing Supervisor and/or the provider involved.)

1. Assures comfort and prompt attention to all patients
2. Prepares patients for examination including the identification of the chief complaint, history of present illness, the taking of vital signs, height, weight, etc. and ensures smooth patient flow throughout the clinic.
3. Conducts all routine procedures as requested, including hearing and sight examinations.
4. Collects specimens and sends to the laboratory, with appropriate paperwork, assisting with routine laboratory procedures, when necessary.
5. Assists physicians and family nurse practitioners in healthcare activities, performance of diagnostic and/or therapeutic procedures, and the administration of medications as necessary.
6. Assists with stocking the examining room and special treatment rooms.
7. Assists in keeping patients medical records in good order with appropriate and timely documentation, notations and signatures as may be required.
8. Ensures an appropriate environment for the administration of healthcare by keeping exam rooms, nurse's stations, all equipment and other work areas clean, safe and orderly.
9. Returns patient telephone calls.
10. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.
11. Collaborate with other staff to achieve improved patient care & outcomes, improve the patient experience, and coordinate care across multiple settings.
12. Participate in team meetings and huddles, engage in patient pre-visit & advanced care activities, and participate in activities of Patient Centered Medical Home (PCMH) directly or indirectly.
13. Provide patient with evidence-based & self-care education and timely communication.
14. Respond to standing orders.

15. Track lab tests and follow-up on any missing or late test results as appropriate.

**EDUCATION**

1. LPN must hold current licensure.
2. MA National Certification preferred.
3. Basic familiarity with routine medical protocol and terminology.
4. Must be certified in Basic Life Support

**TO APPLY:**

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any of our Lifespan locations.

***EQUAL OPPORTUNITY EMPLOYEE***

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*