Nonprofit health system seeking LPNs.

Excellent customer service, phone skills, written and oral communication required. Must be comfortable with constant computer use. Experience in a primary care office is preferred.

Duties will include:

- Triages patients prior to the provider encounter including obtaining vital signs, chief complaint, medication reconciliation, and ensuring completion of appropriate intake forms.
- Administers injections as ordered by the physician or nurse practitioner.
- Prepares the examination room and the necessary supplies for various procedures and is able to assist the provider as needed in the execution of those procedures.
- Takes x-rays when ordered by the provider.
- Assists in making referral appointments and setting up outpatient imaging as ordered by the provider.
- Assists with patient paperwork including patient assistance, diabetic supplies, durable medical goods forms, FMLA paperwork, etc.
- Assists with patient education following provider encounter as directed by the physician.
- Follow protocol for childhood vaccination program (Vaccines for Children).
- Assists with prenatal care coordination.
- Enter medical records from outside providers including consultation notes, laboratory and imaging results.
- Assist with population health by assisting with registry management for a variety of preventative health and chronic diseases as directed by the RN / QIO.
- Administers medications and vaccinations as ordered by the provider.
- Manages patient phone calls / messages throughout the day, and assist with answering phones as needed.
- Manages clinical supply inventory.
- When needed, assists providers with messages from the hospital and nursing home and home health agencies.
- Back-up for in-house lab and phlebotomy.

Positions available in Bessemer and Maplesville, AL. Paid training/orientation to occur in Centreville.

Seeking Spanish speaker for Bessemer location.

Hours: 7:45 - 6:00 pm M-F.

<table>
<thead>
<tr>
<th>Salary</th>
<th>USD 15 - 18 Per Hour</th>
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<tbody>
<tr>
<td>Career Level</td>
<td>Experienced (Non-Manager)</td>
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<tr>
<td>Required</td>
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<tr>
<td>Experience Required</td>
<td>2+ to 5 Years</td>
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<tr>
<td>Education Required</td>
<td>High School or equivalent</td>
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<tr>
<td>Job Type</td>
<td>Employee</td>
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<td>Job Status</td>
<td>Full Time</td>
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Contact Information
Phone :
Fax :
Email: jackie.palmer@cahabamedicalcare.com