



Premier Surgical Associates, PLLC

Job Description

LPN or CMA

Reports to: Office Manager

Position Summary: Assists the physician(s) with patient care rendered to both well patients and those with health problems.

Qualifications: High School Diploma. Current state licensure as a Licensed Practical Nurse for LPN. Certification as Medical Assistant. Current CPR certificate.

Skills:

Skill of intermediate-level competence in windows-based computer software system.

Skill in planning, organizing, and adhering to timelines.

Skill in applying universal precautions.

Skill in applying and modifying the principles, methods, and techniques of a physician's assistant to provide ongoing patient care.

Skill in interpersonal relationships with patients, their families, physicians, and co-workers.

Abilities:

Analytical ability to comprehend relationship of various tasks and data in Electronic Health Records and Practice Management System.

Ability to communicate medical terminology and concepts clearly.

Ability to mathematically calculate for drug therapy.

Ability to ensure quality in patient care.

This document is intended to describe the general duties of this position. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Job Requirements

- Demonstrates a thorough knowledge of accepted clinical procedures.
- Provides professional care for surgical patients following established standards approved by Premier physicians. Assists in coordinating patient peri-operative surgical and outpatient care.
- Prepares equipment and performs and assists with examinations, diagnostic procedures, treatments, wound care, and office surgeries as ordered by physicians.
- Calls in prescriptions as directed by physicians. Responds to phone calls from patients, pharmacies, hospital with regard to medication questions.
- Efficiently organizes patient flow by timely obtaining authorizations for care as needed, ensuring receipt of test results differentiating abnormal and normal findings and bringing those to the attention of the physician.
- Provides accurate, complete, legible and timely documentation of all nursing procedures in the medical record.
- Performs daily and weekly environmental cleaning and equipment quality control and maintenance including maintaining assigned exam rooms with necessary supplies and instrument sterilization. Complies with all applicable infection control and safety procedures. Follows correct procedures for handling and disposing of biohazardous infectious waste.
- Coordinates and documents appropriate release of medical information according to Premier policy and in accordance with HIPAA.
- Uses appropriate reporting mechanisms as required by federal and state laws.
- Respects the dignity, confidentiality and privacy of patients and fellow employees.
- Obtains appropriate patient consents for treatment and authorizations for release of information.
- Provides sufficient information to allow patients and their significant others to participate in the patient's care.
- Provides educational resources to the patient/family as appropriate.
- Timely and accurately responds to requests for clinical information for patients' treatment including prescription requests, telephonic questions and other communications requesting a timely reply.