LPN or Medical Assistant

Job Type: Full-time

Work Location: In person

Reports to: Practice Manager

Position Summary: Premier Surgical Associates at Fort Sanders is seeking a dedicated and detail-oriented Licensed Practical Nurse (LPN) or Certified Medical Assistant (CMA) to join our busy and growing practice. This role will collaborate primarily with our colorectal surgeon. The LPN will play a vital role in supporting the surgeon and ensuring high-quality patient care in a fast-paced outpatient setting. This role combines direct patient interaction with clinical support and administrative duties.

Qualifications:

· Current LPN License-in good standing

· Current CMA certification in good standing

· Minimum of 1-2 years of clinical experience, preferably in a surgical or specialty practice.

· Experience with EMR systems (i.e., Cerner).

· Excellent communication, organizational, and multitasking skills.

Preferred Qualifications:

· Previous Experience in a colorectal, GI, or surgical office setting.

· Knowledge of surgical scheduling.

Working Conditions:

· Office-based outpatient setting (Monday-Friday 8am-5pm)

· May require occasional lifting of equipment, supplies, or assisting patients.

· Exposure to bodily fluids and medical instruments-proper PPE and safety procedures followed.

· Ability to work effectively as a team member with physicians and other staff.

· Ability to interact appropriately with patients, families, and physicians.

Physical/Mental Demands:

· Varied activities include standing, walking, reaching, bending, lifting. Requires full range of body motion including handling and lifting patients and supplies, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for excessive periods of time. Occasionally lift and carry items weighing 40 points or more. Requires corrected vision and hearing to normal range. Requires working under stressful conditions and/or working irregular hours. Must be able to use a variety of office and medical equipment.

Key Responsibilities:

· Prepare patients for exams and procedures, including obtaining vitals, medical history (personal, social, family), and current medications and allergy lists.

· Assist the colorectal surgeon with minor office-based procedures (i.e., anoscopy, biopsy).

· Provide pre and post operative care instructions and ensure patient understanding.

· Perform dressing changes and suture or staple removal under direction of surgeon.

· Maintain accurate and timely documentation in the EMR system.

· Coordinate pre-operative testing and patient education.

· Triage patient calls and messages; relay clinical information to the provider appropriately.

· Ensure exam rooms are clean, stocked, and properly prepared for office visits and/or procedures.

· Performs daily and/or 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.

· Monitor and maintain inventory of medical supplies.

· Schedule follow-up appointments, including but not limited to established, new patient or post op visits.

· Schedule and track diagnostic testing appointments.

· Schedule surgeries and procedures.

· Submit details to third party entity for prior authorizations for medications, imaging, and/or procedures and surgeries.

· Collaborate with other office staff to ensure smooth workflow and patient satisfaction.

· Comply with all HIPAA, OSHA, and practice-specific protocols and regulations.

· Demonstrates a thorough knowledge of accepted clinical procedures.

· Calls in prescriptions as directed by physicians.

· Responds to phone calls from patients, pharmacies, hospitals regarding clinical questions in a timely manner.

· Coordinates and documents appropriate release of medical information according to Premier policy and in accordance with HIPAA.

· Use 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 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.

This description is intended to provide only basic guidelines for meeting job requirement responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account

- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Vision insurance