

## **Experienced LPN - Family Medicine (Newton, KS)**

compensation: **TBD**

Experienced LPN -- Axtell Clinic

Axtell Clinic is a multi-specialty clinic looking for an LPN for a Family Medicine Physician. Prior clinic experience strongly preferred.

### **We are looking for applicants with the following:**

- Friendly disposition
- Team player
- Comfortable with using computers (EMR/EHR and Practice Management software experience preferred)
- Ability to complete documentation in EMR/EHR in a timely manner
- Strong critical thinking skills which allows the applicant to predict what the physician will need
- Ability to manage multiple tasks and determine what is a priority

### **Schedule**

Physician's current schedule:

Monday -- Thursday 8 AM -- 5 PM, some Fridays

This position is generally scheduled 4 days per week: Monday, Tuesday, Wednesday and Thursday. While general business hours are 8 AM to 5 PM, the applicant needs to be able to stay until the job is done for things like follow-up for patient care (i.e. entering orders), communicating with patients (i.e. results, refills, etc.), and documenting patient interaction.

This position is not scheduled to work during anytime the physician is out of the office.

### **Responsibilities**

- Reports to nursing supervisor and/or practice administrator
- Performs nursing procedures under supervision of physician
- Assists physician in exam rooms
- Escorts patients to exam rooms, interviews patients, measures vital signs, including height, weight, blood pressure, pulse, temperature, and documents all information in patient's chart
- Gives instructions to patients as instructed by physician
- Ensures all related reports, labs and information is filed and is available in patients' medical records prior to appointment
- Keeps exam rooms stocked with adequate medical supplies, maintains instruments, prepares sterilization as required
- Takes telephone messages and provides feedback and answers to patient/physician/pharmacy/nursing home calls
- Triage and processes messages from patients and front office staff to physician
- Maintains all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.)
- All other duties as assigned by practice administrator or nursing supervisor

**Knowledge**

Applicant must have knowledge of:

- Healthcare field and medical specialty
- Medications and their side effects
- Medical terminology
- Grammar, spelling, and punctuation
- EMRs/EHRs

**Skills**

- Exceptional customer service and phone etiquette
- Ability to maintain effective and organized systems to ensure timely patient flow
- The ability to administer injections and immunizations
- General computing skills

**Education**

- High school diploma or equivalent; some college preferred
- Licensed Practical Nurse licensure

**Working Conditions**

Medical office environment. Direct contact with patients and physicians. Exposure to communicable diseases and body fluids, hazardous substances, and other conditions common to a clinic environment. Exposure to emergency situations. May require standing for long periods of time (6-8 hours). May require occasional lifting up to 25 pounds.

If you meet the qualifications and are interested, please email resume and cover letter (optional) to [admin@axtellclinic.com](mailto:admin@axtellclinic.com).

We are an "Equal Opportunity Employer." Nothing in the job posting or description should be construed as an offer or guarantee of employment.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers