



# JOB DESCRIPTION

<b>JOB TITLE:</b> LPN	<b>JOB LEVEL:</b>
<b>LOCATION:</b>	<b>FLSA STATUS:</b> Exempt
<b>DEPARTMENT:</b> Operations	<b>REPORTS TO:</b> Practice Manager

**Brand Promise:** *True Patient Centric Care*. This is the statement we make to our patients, coworkers, and the community that identifies what they should expect from us, our services and organization. The Brand Promise defines our entire organization and touches every aspect of HealthSource of Ohio.

**Brand Character:** *Friendly, Accessible, and Credible*. Every patient. Every encounter. Every employee. Every conversation. Everyday! This is the personality of our Brand. It's our style, tone and language we use, and the purpose we serve. Our Brand Character drives our behavior and how the world sees HealthSource of Ohio and you.

The Brand Promise and the Brand Character empower you to provide quality care to every patient. We are passionate about making a real difference in the communities we serve.

**JOB SUMMARY:** Under supervision of a Physician or Nurse Practitioner, acts as an assistant for patient visits. Completes back and front office administrative tasks. Assists providers when necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Delivers the HSO brand promise of putting the patient/customer at the center of all we do.
2. Ability to read and write in order to communicate with patient and Physician
3. Complete intake procedures necessary forms for lab
4. Ability to perform mathematical calculations in order to calculate the correct dose prescribed by the Physician
5. Basic medical terminology and knowledge of medical abbreviations necessary to interpret Physicians instruction and to understand and receive lab and X-ray reports per phone
6. Ability to concentrate and pay close attention to detail in order to perform specific duties such as scanning and taking messages
7. Must have valid Ohio driver's license
8. Must be able to drive own vehicle to various HSO offices and other destinations
9. Ability to operate standard office equipment such as; photocopier, phone, fax machine, EKG machine, autoclave, glucometer, inhalation therapy, centrifuge, computer, audioscope, audiometer, oxygen, and other machine specific to individual offices
10. Participates in financial accountability by utilizing resources in a cost containment fashion
11. Demonstrates a cost-conscious attitude to time usage, and consistently make the best use of time
12. Observes safety and infection control procedures
13. Understands the seven areas of safety which include life safety, emergency preparedness, utilities management plan, hazardous materials and waste management preparedness, equipment management plan, safety management plan and security plan
14. Assists providers with medical procedures
15. Does lab work on site and draws blood and prepares samples for outside lab
16. Performs EKG's and prepares strip for interpretation
17. Provides education to patients and patients' families
18. Works with the Physician to select appropriate educational materials, strives to improve the well being of patients and promote better health management through education
19. Receives and screens messages for providers, documents all nurse-patient phone interactions
20. Checks and scans lab, x-ray, and correspondence in-patients chart
21. Schedules referral appointments, x-rays and/or special tests for patients
22. Advises patients of the necessary preparation for specific tests and/or studies
23. Obtains the prior insurance authorization required for specific referrals or studies

- 24. Calls in prescription refills per written orders from Physician
- 25. Communicates patient needs to Physician in a timely manner
- 26. Administers medications and gives injections with Physician's order
- 27. Exhibits brand characteristics of Friendly, Accessible, and Credible.
- 28. Other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

- 1. None

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill and/or ability required

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Licensed LPN in the State of Ohio

**LANGUAGE SKILLS:**

- High level of oral communication with the ability to understand and empathize with the patients
- Good written communication skills.

**MATH SKILLS:**

- Basic math with an understanding of Medical measurements

**COMPUTER SKILLS:**

- Basic PC skills with the ability to learn propriety and other software used in the office setting

**Education and Experience:** Check the **Minimum** requirements for education and experience for this position.

**Education:** *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED)
- High School & Specialized Training (*min.6 mos.- 2yrs.*)
- Associate Degree in:
- Bachelors Degree in:
- Master's Degree in:
- PhD
- M.D./DO

**Experience Required:** *Check appropriate box*

- Entry Level
- 3 months – 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 5 years
- 5 to 7 years
- 8 to 10 years
- > 10 years

**Type of Experience:** Medical Office Experience

**TRAVEL REQUIREMENTS:** As needed

**ENVIRONMENTAL CONDITIONS:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**1. (List specific conditions for the position if any)**

**Potential exposure to blood and body fluid:**

- Category I** – Performs tasks which involve exposure to blood, body fluid, or tissue.
- Category II** – Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.
- Category III** – Performs tasks that involve no exposure to blood, body fluid or tissue.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: **(Check all that apply)**

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**ACKNOWLEDGEMENTS:**

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date