

LPN or Certified Medical Assistant

A qualified and experienced LPN or medical assistant is required for a fast-paced family practice office. The successful candidate should have previous experience in a medical office, the ability to work independently and as a team player, and perform all activities in a competent and professional manner.

Previous required work experience includes:

- taking medical histories and recording vital signs
- preparing patients for examinations
- explaining treatment procedures to patients
- certified to collect and prepare laboratory specimens
- perform laboratory tests on the premises
- work professionally with medical providers and assist with patient referrals, refills, and follow up phone calls
- experience working with an EMR system and other computer programs
- knowledge and experience with immunizations, great communications skills in dealing with all patients from pediatrics, adolescents to adults