**Precertification LPN**

* Perform precertification’s, referrals, and various paperwork as needed
* Perform nursing procedures under supervision of physician or physician assistant
* Assist physician and physician assistant in exam rooms
* Escort patients to exam rooms, interview patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient’s chart
* Give instructions to patients as instructed by physician or physician assistant
* Ensure all related reports, labs and information is filed is available in patients’ medical records prior to their appointment
* Keep exam rooms stocked with adequate medical supplies, maintain instruments, prepare sterilization as required
* Take telephone messages and provide feedback and answers to patient/physician/pharmacy calls
* Triage and process messages from patients and front office staff to physicians and physician assistants
* Maintain 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 site manager or practice administrator

**Education and Experience**

* High school diploma
* LPN required
* Knowledge of medical terminology, procedures and diagnosis
* Knowledge of computer and relevant software applications
* Knowledge of general administrative and clerical procedures
* Knowledge of EHR’s

**Key Competencies**

* Communication skills
* Attention to detail
* Confidentiality
* Information collection and management
* Customer service skills
* Adaptability

**Please apply by resume to** **humanresources@gc-health.org**