

# United Family Medicine

1026 West 7th Street | Saint Paul, Minnesota 55102 | 651-241-1000

Located in the Peter J. King Family Health Center

**Job Title:** Clinic Float – RMA/CMA/LPN

## **Job Description**

Room patients including taking vital signs, history, and preparing patient and equipment to be seen by the provider. Collects specimens and performs routine diagnostic procedures including EKGs, audiograms, vision and hearing screenings, ear irrigations, TB skin tests, spirometry and assisting with minor surgery and other procedures. Administers medications and vaccinations per provider order. Administrative Duties: Faxing and mailing correspondence for provider and/or charge nurse. Coordinating referrals to outside providers and scheduling outside appointments. Prepping charts prior to patient visit to obtain all necessary information and reports for provider review.

Stocking and Cleaning: Daily stocking and cleaning of patient rooms to facilitate efficient, quality patient care. Performs infection control procedures through the regular cleaning and sterilization of equipment and instruments. Report maintenance and cleaning service issues to Team Nurse.

Customer Service: Facilitate relationship between patient and provider. Develop relationships with patient, family, and outside agencies to facilitate coordination of care. Follows through to resolve service problems promptly and professionally with the involvement of appropriate clinic staff. Alert patient to provider changes and/or delays in schedule.

Performing other tasks as assigned

## **Responsibilities**

Rooming patients including taking vital signs, history, and preparing patient and equipment to be seen by the provider. Performs routine procedures including EKGs, audiograms, vision and hearing screenings, ear irrigations, TB skin tests, spirometry and assisting with minor surgery and other procedures. Administers medications and vaccinations per provider order.

## **Qualifications**

Licensed Practical Nurse Preferred or a Certified or Registered Medical Assistant with 5 plus years experience in ambulatory care. LPN licensure required Previous clinical experience strongly desired. Bilingual candidates encouraged to apply.

## **Contact Information**

Apply online at [www.unitedfamilymedicine.org](http://www.unitedfamilymedicine.org)