



Medicine that Heals

## **JOB DESCRIPTION**

**POSITION:** Certified Nursing Assistant

### **KEY AREAS OF RESPONSIBILITY:**

1. Patient intake – Collect vitals, review medical history, gathers essential information for EMR, prepare patient for physician consult; including room prep.
2. Patient interaction and phone contact as directed by physician, review medical results, prescription refills, prior authorizations wellbeing, etc.

### **EMPLOYMENT TERMS:**

Permanent part-time or full-time

First Shift

Flexibility

### **QUALIFICATIONS:**

- High school diploma, Certified Nursing Assistant Certification from qualified college or technical school; related education or experience
- Minimum 1-year prior experience preferred
- Ability to multi-task; flexibility
- Cooperative and professional behavior towards patients, peers and providers
- Strong interpersonal skills and phone etiquette with a professional and courteous manner
- Excellent customer service and communication skills
- Knowledge of medical terminology, lab procedures, HIPAA, strong sense of confidentiality required
- Must be detail oriented with excellent organizational and communication skills