



Community Health Center of Fort Dodge

CMA/LPN

Job Description:

As an LPN/CMA you will be responsible for the day-to-day functions of a clinical support staff member including duties such as rooming patients, obtaining vitals, and performing blood work. Support staff are also responsible for making patient calls as well as calls to pharmacies, other doctor's offices and performing prior authorizations. You will also give shots and vaccinations as necessary. Must be friendly and a great team player.

Duties include but are not limited to:

- Completes intake interview and obtain all vital signs according to established procedure
 - Prepares patients for examinations consistent with the purpose of the appointment
 - Assist providers with exams of patients or any special procedures
 - Perform screenings per provider guidelines and assisting provider/nurses with various procedures
 - Perform supervised laboratory procedures approved by the Laboratory Director
 - Clean and stock rooms, disinfect exam room tables, treatment, and lab surfaces daily
 - Prepare and sterilize clinical instruments. Review expiration dates for sterilized equipment and re-sterilize equipment as needed to ensure a readily available supply of sterile instruments.
 - Review current meds, determine if medication sheet accurate and update medication sheet as appropriate.
 - Obtain authorizations for drug refills, telephone prescriptions to pharmacies, document in chart
 - Performance of screening tests including vision, audiometry, tympanometry, and EKG, pulse OX, peak flow meter at the direction of the provider
 - Administer treatments including, nebulizer, oral medications, pediatric and adult vaccines at the direction of the provider
- Qualifications:
- LPN or CMA certification (Required)
 - High school diploma of equivalent