

**Job Opportunities**

**LPN / RN - OB/Gyn Clinical Support**

**MA will be considered if experienced**

**Part time or Full Time**

***Covington***

HealthPoint Family Care is a private primary care medical, dental and mental health practice located in Northern Kentucky. The organization employs over 190 highly qualified physicians, dentists and support staff who are dedicated to providing care for children, adolescents and adults, including many without health insurance.

We are seeking a Medical Assistant for a position within our Covington office:

* **Experienced LPN/RN to provide support for medical provider.**
* **MA will be considered if experienced.**
* **Experience in an OB/GYN practice required.**
* **Part time schedule T, W, TH 8:30 – 5:00 or Full time M-F 8:30 – 5:00**

As directed by the Provider, provides assistance with patient examination and OB/GYN procedures. Maintains/updates patient charts and other patient care documents, tracks lab and other test results. Communicates with the patient and contacts pharmacy regarding patient medication and care. Provides prenatal education and support to patients. Sets up and maintains equipment and exam rooms according to established policy. Triages phone calls and walk-ins as needed. Schedules patients for appointments and testing.

**Qualifications:**

* Must have an accredited MA or LPN/RN degree/certification and current licensure.
* Must have minimum of one year MA or LPN/RN experience in an OB/GYN practice.
* Must hold an active CPR certification.
* Bilingual skills in English and Spanish a plus.
* Must have demonstrated skills in multi-tasking, organization and accuracy.
* Must be able to effectively communicate and attend to a diverse customer group

***Posting Dates: 5/1/18 – 5/8/18***

**Contact**

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