

**Job Opportunities**

**Triage – MA/LPN/RN**

***Covington Full Time***

HealthPoint Family Care is a private primary care provider offering medical, mental health and dental services 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 an experienced Medical Assistant or LPN for our telephone triage role. This individual will answer phones, take and retrieve messages from triage line and refill line. Duties include patient call backs, scheduling appointments, phoning in or faxing refills. This position will also float within the office to assist with clinical back office duties.

As directed by the Provider, provides assistance with routine patient examination procedures. Maintains/updates patient charts and other patient care documents, tracks lab and other test results, including preloading and scanning of electronic medical records. Communicates with the patient and contacts pharmacy regarding patient medication and care. Provides education and support to patients. Sets up and maintains equipment and exam rooms according to established policy.

**Qualifications:**

* Must have a minimum of two years experience in family practice.
* Graduate of an accredited program for Medical Assistant or LPN is required**.**
* Must hold a current CPR certification.
* Family Practice experience a plus.
* Electronic medical records experience a plus.
* Must be able to work Saturday and evening rotation as assigned.

**Contact**

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