



- ✓ Perform clinical administrative desk work, notify patients of abnormal lab results, phone triage and getting back to the patient within a reasonable time frame and certain clinical duties under the direction of provider
- ✓ Leads a team huddle each morning in clinic
- ✓ Pulling Emergency Room Reports prior to patient visit with provider
- ✓ Prepares patients for providers' visits by explaining procedures, recording and collecting patient data
- ✓ Sets up and organizes exam room for various medical procedures and assists physicians with procedures  
Maintains clinic supplies and conducts inventory biweekly for order to be approved by manager.
- ✓ Distributes educational material to patients, as directed
- ✓ Obtains body specimens, using proper techniques and correctly labeling the specimen
- ✓ Stocks the exam rooms
- ✓ Assists the nurse with medical records maintenance
- ✓ Calls prescription orders into a pharmacy, as directed
- ✓ Calls patients with lab and/or test results, as directed
- ✓ May collect and maintain statistical data
- ✓ Participates in the training of new Medical Assistants and provides guidance in a positive manner
- ✓ Follows all laws and regulations and adheres to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- ✓ Other duties as assigned (non-essential)

**Job Qualifications** (Experience, Knowledge, Skills and Abilities)

- ✓ Licensed Practical Nurse license in the State of Ohio
  - ✓ Associates Degree in nursing
  - ✓ Skill of phlebotomy
  - ✓ Prior immunization experience, preferred
  - ✓ Ability to work with supervision and make decisions based on established policies and procedures
  - ✓ Skills to expertly deliver exceptional health care to the public
  - ✓ Ability to successfully work in unison with others to create an efficient, harmonious work environment
  - ✓ Demonstrates competency in working sensitively and respectfully with people of various cultures and social status
  - ✓ Knowledge of federal, state and local laws and regulations pertaining to health care and safety
  - ✓ Ability to communicate (orally and in writing) in a professional manner
  - ✓ Ability to maintain an established work schedule to ensure dependability and accuracy of work quality
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## Adheres to HOFHC's Guiding Principles:

Communication, Teamwork, Attitude, Diversity and Service

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## Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224 and Chantry. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position's primary work area is patient examination rooms and nursing stations. The patient examination rooms and nursing stations areas are:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

## Equipment Operated:

Telephone & Fax	Computer & Printer	Blood Glucose Monitor
Blood Pressure Machines	Waived function testing	Pulse oximeter
EKG	Centrifuge	NST machine
Oxygen	Audiometer	Audio Visual
HBA1C analyzer	Ultrasound	Other office and medical equipment as assigned

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2 Maybe as needed to accommodate the organization (there are 3 centers)
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	2
Exposure to disease or bacteria	2

Handles closed containers or vials of patients' bodily fluids or tissues	2
Required to wear safety clothing or equipment	2
Handles money or financial accounts (cash, checks or credit cards)	0
Interacts personally with public and business associates	2
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	2

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior patient health care, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from the CMO. I understand this job description is not a contract of employment and my employment is *at will*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Original to Personnel File and Employee

If you are qualified and interested in this position please submit your resume to [jwoodard@hofhc.org](mailto:jwoodard@hofhc.org)