



**NHCI Job Posting
November 20, 2018**

Clinic Nurse – LPN 30 Hours

Neighborhood Health Clinics, Inc. is accepting applications for a Licensed Practical Nurse to greet and prepare patients for examination as well as assisting provider during examination, testing, treatment, and patient education. Position reports to the Nurse Coordinator.

Specific duties include:

- Review patient chart and observe previous provider notes and orders. Ensures any necessary prep work is complete.
- Maintains and reviews patient electronic medical record.
- Charts pertinent health information, reports test and examination results, ensures provider notes and signatures are documented for all orders, consultations, and exams.
- Performs pregnancy tests, urine tests, hemoglobin, lead levels, glucose tests, EKG, HgbA1c, non-stress tests, hearing tests, retinal photography, and vision screens.
- Administers prescribed medications and treatments per provider orders in accordance with nursing standards and Clinic protocols. Reports to provider a patient's condition and reaction to drugs and treatments.
- Provides ongoing teaching / counseling, including but not limited to: health status, immunizations, preventative health, laboratory tests, personal hygiene, birth control, physical exams, prenatal, and post-partum care.
- Performs duties of phone nurse in accordance with phone triage protocol. Screens phone calls, consults with provider / staff as appropriate, and documents in patient's chart any action taken.
- Interacts with third party payers to assure reimbursement for services rendered.
- Develops and maintains ongoing knowledge of nursing policies and procedures and standing orders and implements as appropriate.
- Ensures exam rooms are clean and well-stocked with necessary supplies and materials. Orders supplies as needed.
- Collects and prepares the biohazard material for removal. Sterilizes instruments as assigned.
- Performs daily controls on equipment and maintains records / logs in accordance with regulations and protocol.

Full time position with benefits. Graduate of an accredited Practical Nursing Program. Prefer two years of professional nursing experience in family practice, pediatrics, and / or ob-gyn. Prefer experience with electronic medical records. Require Indiana State Licensed Practical Nurse license. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.