

Lake City Area Medical Center currently has a **Full Time LPN or RN** position available. Limited scope x-ray certification would be a plus. Position would receive paid training for limited scope x-ray if needed.

We provide a flexible schedule, PTO, paid health vision and dental insurance, mileage reimbursement, paid CE and licensure. Nursing certification is required.

Lake City offers a supportive community, small town character, world class fishing, and a vast, stunning natural landscape with 14,000 ft mountains nearby. The town school system has been ranked among the highest in the state. It is the perfect location for a family or enthusiasts of outdoor mountain activities. Those interested should submit a resume to lakecitymc@gmail.com. Call (970) 944-2331 with any questions. EOE

Daily responsibilities include, however are not limited to:

- Preparing for clinic by preparing equipment, reviewing daily schedule with provider, ensuring clinic rooms and X-Ray areas are clean, well-organized, and stocked with needed supplies.
- Watching for patients to check in, and then promptly assisting patients to rooms.
- Obtaining patient intake information.
- Explaining procedures to patients and answering questions.
- Monitoring patients during exams.
- Documenting information with computers.
- Reporting information to the provider.
- Ensuring safety of patients.
- Answering incoming phone calls.
- Processing prescriptions and refill requests.
- Processing referral documents.
- Obtaining prior authorizations as needed.
- Obtaining blood samples, laboratory testing, and assistance as needed.
- Assisting patients, when appropriate, with positioning on table or standing for x-ray.
- Recording film or CD of x-ray images as needed.

Minimum Skills, Abilities, Knowledge include:

- Maintains or is able to obtain current certification as a Radiological Technician or Limited Scope Technician.
- Understands and abides by HIPAA at all times.
- Adheres to safety procedures at all times.
- Highly knowledgeable in all medical terminology.
- Moderately proficient using medical EMR and general computer usage.
- Consistently pays attention to detail.
- Communicates professionally, clearly, and with empathy.

- Able to develop a rapport with physicians, medical assistants, patients, and office staff.
- Properly maintains records.
- Promptly follows-up on responsibilities and completes tasks in a timely manner.
- Pro-actively seeks out ways to help others.