

CERTIFIED MEDICAL ASSISTANT / LICENSED PRACTICAL NURSE

Location:	Denver, CO
Schedule:	Full Time
Scheduled Days & Hours:	M-F
Job Details:	<p>STATE-OF-THE-ART UROLOGY IN DENVER</p> <p>The Urology Center of Colorado (TUCC) is the only comprehensive urology center in the Rocky Mountain region, providing treatment for all urologic conditions at one location. TUCC includes:</p> <ul style="list-style-type: none">• A state-of-the-art urology clinic• Radiology, laboratory and pathology services• On-site radiation therapy• A comprehensive urologic cancer center• Clinical research department• A full-service outpatient ambulatory surgery center <p>Please visit our website for more information on TUCC: www.tucc.com</p> <p>We are seeking a phenomenal Certified Medical Assistant or Licensed Practical Nurse to join our team. Our state-of-the-art center is looking for a CMA or LPN that fits our mission of excellence in urology. Every member of our team plays a crucial role in fulfilling our promise of excellence to our patients. If you are a dynamic person that thrives in a learning environment and takes pride in your work, we'd like to hear from you.</p> <p>ESSENTIAL FUNCTIONS:</p> <ol style="list-style-type: none">1. Greets patients and prepares them for physician examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.2. Collects vital signs and enters them into computer record.3. Performs designated clinical duties as delegated by clinical nurse manager, physician and/or physician extender (including injections, instillations, catheter changes, etc.).4. Prepares equipment and assists physician during examination, procedures and testing of patients.5. Maintains timely flow of patients.6. Responds to and refers incoming telephone calls.7. Instructs patient and family regarding medications and treatment instructions per orders of the registered nurse and/or physician.8. Responsible for pre-op teaching, reviewing pre-op labs, ECG and ensuring cardiac clearance. Provides post-op management in coordination with MD over-site.9. Responsible for conducting all lab result call backs to patients as directed by the physician and physician extenders; appropriately document in patient chart.10. Maintains exam rooms for necessary supplies and materials. Ensures cleanliness. Suite team conducts stocking and ordering of medical supplies.11. Assist with minor procedures in clinic that can be performed in the exam rooms.12. Maintains patient confidentiality.

13. Answers telephone, screens calls, takes messages, and provides information.
14. Provides support services to patients and medical staff. Answer questions regarding patient appointments and testing.
15. Schedules, coordinates and reschedules patient appointments. Relays necessary messages to staff and patients.
16. Enter patient information into electronic medical record.
17. Attends staff meetings.
18. Other duties as assigned within the scope of practice.
19. Covering other areas as back-up to other areas of the Center as needed on a daily basis.

PERFORMANCE REQUIREMENTS

Knowledge, Skills & Abilities:

1. Knowledge of organizational policies, regulations and procedures to administer patient care.
2. Knowledge of common safety hazards and precautions to establish a safe work environment.
3. Skill in maintaining records and recording test results.
4. Skill in identifying problems and recommending solutions.
5. Skill in developing and maintaining practice quality assurance and quality control standards.
6. Skill in establishing and maintaining effective working relationships with patients, medical staff, and public.
7. Ability to react calmly and effectively in emergency situations.
8. Ability to interpret, adapt and apply guidelines and procedures.
9. Ability to communicate clearly.

EDUCATION:

Certificate from an accredited program for Medical Assistants or Licensed Practical Nurse and BLS required.

EXPERIENCE:

1. Two years work experience in a medical office setting.
2. Knowledge of medical terminology.
3. Computer experience. Keyboard proficient. Accuracy more important than speed.

CERTIFICATE/LICENSE:

Graduate of an accredited MA program

Certified or registered by the AAMA

BLS certification required

Or

LPN degree from an accredited Nursing School

BLS certification required

As an affirmative action/equal opportunity employer, TUCC is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, transgender status, genetic information or veteran status. TUCC does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.