

We are looking for someone to join our team!

We are currently looking for a full time LPN or HCA to work in our orthopedic specialist's clinic.

Position Summary:

Working with the physician, the LPN or HCA assists in the clinical and administrative management of patients. As the assistant, you are responsible for:

- Receiving, organizing and triaging referrals
- chart preparation
- Ordering lab work and diagnostic imaging
- Scheduling patient appointments
- Communicating with St. Mary's hospital to book surgeries
- Preparing and cleaning exam rooms & equipment
- Act as a liaison between physician office and MSK Clinic, pharmacies, hospital, home care, etc.
- Other duties as assigned by physician or clinic manager
- The successful candidate must be comfortable using computers and electronic health records
- Criminal records check required

If this position interests you, please send a resume to cforre@smithclinic.net

Application deadline: June 25th, 2021.