

HOT JOBS

Crystal Run Healthcare

Overview: Crystal Run Healthcare is seeking Licensed Practical Nurses, Patient Service Representatives, and Medical Assistants.

Licensed Practical Nurse

Description

Responsible for the delivery of patient care in an office setting; providing patient teaching and directing and guiding the activities of ancillary personnel while maintaining the standards of professional nursing.

Collaborates with members of the care team including primary care physicians, specialists, clinical staff, office staff, hospital staff, care managers and others to determine the patient's healthcare needs

Respects confidentiality and is HIPAA compliant in all aspects of communication regarding patient, Practice and staff members

Functions as a member of a team committed to quality patient care

Demonstrates good judgment in escalating difficult situations and people to management personnel

Reports patient safety issues/concerns to a supervisor or director of nursing and documents appropriately

Assesses patients for presence of pain and documents in the patients EHR

Assesses patients for tobacco use/ readiness to quit and documents in the patients EHR

Reconciles patient medications and communicates discrepancies to Physician for final verification

Maintains medications in department according to Medication Management policies and procedures, completes

Medication Area Inspections monthly

Prepares prescriptions and facilitates renewals to pharmacies at the direction of the Physician, according to NYS prescription guidelines

Conducts pre-authorization activities and/or ensures completion of pre-authorization for patient specific medications or services

Demonstrates proficiency in skills necessary to safely maintain peripheral IV infusion

Demonstrates proficiency in phlebotomy

Labels specimens in the presence of the patient per policy and procedure

Responds to and assists Physicians with in-office emergencies

Answers telephone messages and documents in telephone template appropriately, schedules procedures, instructs patients on medication changes, contacts cancellations as needed

Schedules appointments for patients.

Registers patients for Next MD and responds to email messages in the patients electronic health record (EHR)

Documents all patient encounters, prescription renewals, treatments and procedures completed utilizing the appropriate templates

Reinforces and documents all patient teaching under the direction of the Provider or RN

Assists with the completion of necessary consent forms

Assists with procedures as required and chaperones the provider during exams or procedures as necessary

Verbalizes an understanding of the Universal Protocol/Time Out Verification procedure and completes checklist as required

Maintains supply inventories and equipment necessary for the effective performance of the job and stocks rooms prior to each session.

Ensures that waste is emptied at the beginning of each session, following established guidelines for the safe handling and disposal of medical waste
Assists in the orientation of new clinical personnel
Participates in Practice Performance Improvement activities
Verbalizes an understanding of their role in identifying and reporting suspected abuse according to policy and procedure
Performs other tasks as required for the effective and efficient functioning of the Practice when directed to do so by Supervisory and Managerial personnel

Qualifications

Education Preferred
LPN Program or better in Nursing.

Licenses & Certifications Required

Licensed Practical Nurse

Patient Service Representatives

Check in Patients, verify insurance, schedule appointments.

Medical Assistants

Crystal Run Healthcare is one of the fastest growing multi-specialty group practices in the country. We have over 400 exceptional physicians in nearly 50 medical specialties with multiple practice locations focused on the healthcare needs of the Hudson Valley and lower Catskill region.

The MA is responsible for delivery of patient care to individuals, and families in an ambulatory care setting. Under the direction of nurses and providers, the MA assists with patients wellness, acute illness, chronic disease, disability and end of life needs while maintaining the practice standards.

Qualifications

Graduate of an accredited Medical Assistant Program- Preferred

Job Type: Full-time

Experience:

-Medical Assistant: 1 year (Preferred)

Benefits offered:

-Paid time off

-Parental leave

-Health insurance

-Dental insurance

-Healthcare spending or reimbursement accounts such as HSAs or FSAs

-Other types of insurance

-Retirement benefits or accounts

-Child Care benefits

-Gym memberships or discounts

-Employee discounts

-Others

Apply: Contact the employer on-line: Web-site: <http://www.crystalrunhealthcare.com>