|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | **Job Title:** LPN | **Date:** June 3, 2019 | |
| |  |  | | --- | --- | | **Department/Business Unit:** Center | **Supervisor:** Facility Administrator | |
| |  | | --- | | General Purpose of the Job:  To administer and coordinate medical services necessary for all clients within the center; assist and be responsible for patient during appointments.  Supervisory Responsibility: N/A  Essential Duties and Responsibilities:  *The following duties and responsibilities generally reflect the expectations of this position but are not intended to be all inclusive:*   * Scheduling patient appointments. * Answering in-coming calls and checking voice messages regularly. * Check patients in/out, monitor patient flow. * Perform urine drug screens, takes vitals, assist with patient evaluations. * Call in patient medication as directed by Physician. * Input accurate patient information into electronic health record. * Sending prior-authorizations to insurance companies. * Perform daily financial summary and balance of payments received. * Responsible for cash collection and verification of benefits. * Review the Prescription Monitoring Database. * Provide education and resource information regarding medication. * Ability to perform phlebotomy.   Minimum Qualifications:   * **Education:**   + High School Diploma required   + LPN required * **Experience:**   + 1-3 years of experience * **Specialized Skills and Knowledge:** * Excellent verbal and written communication skills * Ability to establish and maintain effective working relationships in a multidisciplinary team environment * Ability to work with compassion for others regardless of race, cultural background, sexual orientation, religious beliefs, political beliefs, or any other issue that would be a potential therapeutic barrier to helping someone with addiction issues * Willingness to continue training/education in addiction recovery and therapeutic regimens * Basic phone/computer/electronics skills (email, Microsoft Word, Microsoft Excel, Internet, Fax, Copier, etc.) * Ability to effectively present information and respond to questions from patients and other members of a multidisciplinary team * Ability to continually multitask while maintaining a calm and professional demeanor * Ability to make simple math computations either manually or by computer * Ability to use independent judgment in prioritizing and carrying out assigned tasks with minimal supervision * Flexibility in availability for work which will include weekday, weekend, holiday and evening hours * Perform other tasks as needed |   **Physical requirements can vary.** These must be reviewed with management. However, in general, the position requires the following physical activities:   * Ability to lift a minimum of 5 pounds to a maximum of 50 pounds unassisted; able to sit for extended periods of time with some standing, stooping, walking, stretching, reaching, lifting; moderate range of body motion * Ability to hear and interact by phone and in person clearly and efficiently. * Ability to use computer and all peripherals as needed to meet goals.   **Work Environment:** Moderate noise (examples: business office with computers and printers, light traffic). No required tasks involve greater exposure to blood, body fluids or tissues than would be encountered by a visitor. The normal work routine involves no exposure to blood, body fluids or other hazardous conditions. Normal hazards associated with travel.  **Visual Requirements:** Vision adequate to perform the essential duties/responsibilities of position including repetitive use of computer monitor.  **Language Requirements:** Fluent in the written and verbal skills necessary to successfully perform the essential functions, duties, and responsibilities of the position.  **ADA:** Spero Health provides reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential Physical and/or Mental functions of a position.  ***This is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time***. |