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| **Job Title:** LPN  | **Date:** June 3, 2019 |

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| **Department/Business Unit:** Center | **Supervisor:** Facility Administrator |

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| 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/AEssential 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
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**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***. |