



**COMMUNITY
MEDICAL
CLINIC**



**COMMUNITY
DENTAL**

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Dental 1102 S Virginia Street Suite B - Hopkinsville, KY 42240 - 270-632-3088 - 270-632-8212 (Fax)
244 Thompsonville Lane - Oak Grove, KY 42262 - 270-632-6743 - 270-632-6744 (Fax)
1022 W Main Street - P.O. Box 151 - Princeton, KY 42445 - 270-365-0227 - 270-365-2559 (Fax)

Licensed Practical Nurse\Scribe, Pennyroyal Healthcare Services, Inc.

Email: malaiamiller@communitymedicalclinic.org

Employment Application available at <https://communitymedicalclinic.org> under the Contact/
Employment tab (Employment Application and Resume required, if interested)

PRIMARY RESPONSIBILITIES:

This position will be based in Hopkinsville providing coverage at Community Medical Clinic. This position will be directly responsible to the Director of Nursing for Pennyroyal Healthcare Services, Inc.

1. Take vital statistics of patients, including monitoring blood pressure, temperature, pulse, and/or oxygen and weight. In the event of an abnormal reading, the medical provider, supervisor, or other medical professional on staff will be notified.
2. Follow proper protocols to avoid the spread of germs, spores, and contagions which transport disease as well as any other tasks related to infection control.
3. Monitor medication utilization by patients, as applicable.
4. Administer injectable medications as necessary as prescribed by the staff physicians/APRNs.
5. Monitor lab and diagnostic testing.
6. Input prescription information in the database as needed/required.
7. Engage in community marketing activities.
8. Provide coverage for nurses as required for Primary Care.
9. Assist the APRN/Physician in the management and coordination of care and follow-up of patients.
10. Assist the APRN/Physician as needed, provide health screenings and respond to medication calls/requests and pre-authorizations, as required.
11. Provide education/training to patients either individually or in groups.
12. Assist with histories, physicals and gynecological exams office procedures, as requested.
13. Assist patients with obtaining health resources and information as appropriate or assigned.
14. In-house lab procedures.
15. Documentation in EMR to meet standards of care and billing requirements.
16. Work with team of Physicians to streamline and improve patient care.
17. Accompany Physician during the examination to:
 - a) Transcribe patient history and physical exam.
 - b) Populate patient history in EMR based on Physician notes.
 - c) Enter x-ray, lab, and/or diagnostic test results.
18. Prepare information for appointments based on the Physician needs.
19. Perform general typing for Physician as needed.
20. Ensure accurate and complete EMR for each patient.
21. Perform other duties as required/assigned.

MINIMUM QUALIFICATIONS:

LPN with at least three years experience in a healthcare setting. Requires experience in supervising program operations. Must hold an active Kentucky nursing license, have a valid driver's license, proof of automobile insurance, and reliable transportation. Must pass a Criminal Records Check and a Sexual Offender Registry Check. Must present proof of a recent (less than 1-year-old) TB skin test.