

National Community Oncology Dispensing Association Career Share

January 17, 2020

Practice / Organization: Summit Cancer Centers

Title of Job Posting: LPN/MA

Location of Position (City, State): Meridian, ID

Position Description: LPN or MA needed for outpatient clinic. Candidate must have excellent communication skills, work in collaboration with physicians, and exhibit professional behavior. Multi-tasking, computer skills, and attention to detail are required. Candidate will perform both clinical and administrative duties including, but not limited to: Rooming and preparing patients for physicians, maintain clean and well stocked exam rooms, vital signs measurement, scheduling patient appointments, ability to triage patient phone calls and answer questions, updating and filing patients' medical records, filling out insurance forms and obtaining pre-authorization from insurance, keep accurate record of patient visits, phone calls, and other communications using, Electronic Medical Records (EMR) Ordering imaging and laboratory studies.

Required Education, Skill(s), Certification(s), Experience: State LPN or MA license

Contact Information of Hiring Organization: Sherry Cleveland: scleveland@summitcancercenters.com

Disclaimer NCODA has taken the liberty to create the Career Share resource. It is available to all active NCODA members. NCODA posts employment opportunities and internships on behalf of our members via this webpage. Postings are based on the information provided by the employer or person offering the position. Due to the volume of job and internship postings received, NCODA is unable to fully research the integrity or validity of each organization or person that posts a position or guarantee that all jobs are still available. NCODA makes no guarantee about positions listed and is not responsible for safety, wages, working conditions, or other aspects of employment. It is the responsibility of each individual job seeker to research the integrity of the organization(s) to which he/she is applying and to verify the specific information pertaining to the job posting. Job seekers should exercise due diligence and use common sense and caution when applying for or accepting any position. NCODA Job Share is provided free of charge to our members. Employers and applicants are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the applicant. For your privacy and protection when applying to a job online, it is advisable that you do not give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. All job listings are posted at the discretion of NCODA. We will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, disabled or Vietnam Era veteran status, sexual orientation, disability, or gender. NCODA also reserves the right to refuse to post jobs that do not support the interests of the organization.



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.
P.O. Box 468 Cazenovia NY 13035
a 501(c)(3) organization