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. Multitasking, 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

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