



ELIZABETH'S NEW LIFE CENTER

Mission: Empower individuals to make Godly life choices.

Vision: By the grace of God, we humbly labor in the culture of life.

Job Description

OB Clinical Staff Nurse with front office duties

LPN, CMA ,or RN

Full Position Title: OB Clinical Staff Nurse (LPN, CMA, or RN) with front office duties

Short Position Title: Clinical Nurse

Job Status: Non-Exempt, Part-time

Department: Holy Family Prenatal Care

Reports to: Medical Office Manager

The OB Clinical Staff Nurse performs routine patient tasks under the supervision of the Medical Office Manager and Nurse Team Leader as well as front office duties. The Clinical Nurse will be assigned other responsibilities by the Medical Office Manager as needed.

Essential Duties

- Flexibility to work (daytime) clinic hours, as scheduled by Medical Office Manager.
- Greet patients; answer incoming phone calls, perform check-in/check-out procedures (scan ID, insurance, patient information documentation, etc. into patient electronic chart); schedule patient appointments, tests, procedures and referrals as ordered by the medical provider; enter patient information into the Database.
- Deal with incoming and outgoing faxes.
- Perform selected nursing and administrative duties, and assist providers as part of the clinical care team.
- Assist pre-visit planning by reviewing and updating patient charts prior to appointment *with* recent test results and correspondence and determine needed services as directed by Nurse Team Leader or Medical Office Manager. Maintain any and all patient information in compliance with HIPAA regulations; Contact no-show patients to reschedule via mail or phone calls.
- Prepare all patients for examination and treatment by escorting them from the waiting area to the exam rooms.
- Review all EPIC sections and sub-sections; notate vital signs, patient symptoms and complaints; collect urine specimens for waived CLIA test (dip strip urine test); process outgoing laboratory test with necessary paperwork and document all in the EHR.
- Prepare, clean and maintain exam and treatment rooms including storage area by stocking and organizing all supplies/equipment. Inform the Nurse Team Leader of any supplies needing to be ordered.
- Give injections; assist with NSTs, OB/GYN exams and office procedures as needed; provide other patient care services as directed by the providers or Nurse Team Leader
- Administer medication upon physician order and process medication requests from patients. Daily document refrigerator and weighed trash logs.
- Answer routine patient questions/calls, providing lab results and general health and medication information, with the exception of answering patient questions regarding the signs and symptoms of labor. These calls/questions are to be directed to the Nurse Team Leader or providers (by phone if necessary)
- Assist with scheduling tests and treatments; processing referrals to other providers.
- Contribute to the development of policies and procedures.
- Participate in professional development activities and maintains professional license and affiliations.
- Stay abreast of EPIC upgrades and changes. Participate in required EPIC trainings.
- Be aware of the location of patient "paper charts" and be able to access paper charts as necessary for continuity of care purposes.
- Maintain strict confidentiality.
- Treat staff, physicians, and patients with dignity and respect.

- Participate in administrative staff meetings and attend other meetings and in-services as required.
- Understand that attendance, punctuality, and ability/readiness to work scheduled hours, are essential job functions. Be ready to perform job functions by scheduled start time.
- Demonstrate positive and effective communication skills to promote positive interactions between patients, staff, medical providers, and community agencies.
- Perform other related work as assigned by management.

Position Requirements/Qualifications:

Education: Minimum: Diploma from accredited school of Licensed Practical Nursing OR Certified Medical Assistant OR licensed Registered Nurse

Licensure: Minimum: Valid Ohio LPN License, Valid Ohio Certified Medical Assistant, or Valid Ohio RN licensure

Experience: Two years’ experience in OB/Perinatal Nursing preferred

Language & Other Skills: Ability to read, write and communicate effectively both orally and in writing; Knowledge of basic arithmetic; Demonstrated knowledge of HIPAA, ACOG, OSHA and Medicaid standards; ability to listen, interact and communicate verbally and in writing; experience teaching the adult learner; proficiency in the operation of a computer, a keyboard, and associated software with little or no assistance; must be proficient in Microsoft Office Suite. Willingness to multi-task as needed in a small office environment. Demonstrates self-direction by participating in appropriate educational conferences and programs to develop and update professional knowledge.

Work Environment

The work of this position is performed in an environmentally controlled office environment. The noise level in the work environment is low – moderate. The position requires the ability to sometimes work under pressure and with a diverse population, including staff, physicians, patients, and other members of the public on a regular basis. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, medicinal preparations and other conditions common to a clinical environment.

Physical Abilities

- Stand and/or walk for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch
- Have full range of body motion
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, photocopier, telephone, calculator and medical equipment (e.g. NST machine, glucometer, scale)
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Occasionally lift and carry up to 20 pounds

Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

ENLC Expectations:

- Adheres to ENLC Policy and Procedures.
- Acts as a role model, resource person and catalyst.
- Eagerly meets and exceeds objectives and takes on more responsibility.
- Has a strong personal motivation, initiative, and sense of responsibility.
- Maintains a servant’s attitude with the ability to understand how all tasks impact Elizabeth's New Life Center’s ministry of supporting life.
- Is a strong team player willing to both make difficult decisions and submit to authority
- Supports Elizabeth’s New Life Center’s mission and vision as defined by Elizabeth's New Life Center.

I have received and read this job description and understand that it does not limit my employer’s ability to require additional tasks of me. I understand this supersedes previous documents and statements. I also agree that I will carry out my job as outlined above, and if I have a question concerning work expectations, I will check with my supervisor.

Employee’s Signature

Date