



An Affiliate of
MERCYONE



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Clinic CMA or LPN

Department: Mount Ayr Medical Clinic

[APPLY NOW](#)

Position: Full Time, Non-Exempt

Brief Description of Job:

At Mount Ayr Medical Clinic, we are dedicated to providing exceptional healthcare services to our community. Our clinic is known for its patient-centered approach and a supportive, team-oriented environment. We are seeking a passionate and skilled Licensed Practical Nurse (LPN) or Certified Medical Assistant (CMA) to join our dynamic team and contribute to our mission of delivering high-quality care.

Educational/Experience Requirements:

- Current Certification as a Certified Medical Assistant or Licensed Practical Nurse
- Good communication skills required
- Previous Healthcare experience preferred
- Understands HIPAA regulations and privacy of patient and employee information.

Essential Functions:

- Greets patients and prepares them for examination, procedures and treatments
- Aids physician during treatment, examination and testing of patients
- Responsible for obtaining and documenting medical histories, current medications, immunizations and vital signs in the medical record
- Schedules appointments and distributes patient educational information as directed by the provider
- Responds to and refers incoming telephone calls as needed
- Keeps exam and treatment rooms clean and properly stocked with supplies
- Attends departmental meetings and participates in committees as requested
- Maintains confidentiality at all times
- Assists with maintaining inventory of lab and nursing supplies and stocking various areas
- Performs phlebotomy and CLIA waved testing
- Demonstrates knowledge of clinic policies and procedures, specimen collection, medical lab techniques, principles and instrument. Principles of anatomy and physiology, pharmacology and disease processes. Medical office practices and procedures, office equipment, medical terminology, data entry, health insurance providers rules and regulations
- Is responsible for instrument and equipment maintenance, identifying problems and coordinating appropriate repairs.

To ensure compliance with our company policies and regulatory requirements. Successful completion of a drug and alcohol screen is a mandatory condition of employment.
Ringgold County Hospital is an Equal Opportunity Employer.