

## HOULTON BAND OF MALISEET INDIANS

### Job Description

Clinic Nurse (LPN)/Certified Medical Assistant

Approved by Tribal Council: 06/04/2024

Pay range: \$20.19-\$22.60

**Status:** 24 hours per week and as needed for coverage.

**Supervisor:** Clinic Manager

**Role:** This person is responsible for taking medication requests, doing prior authorizations, prescription drug monitoring reports, administering injections, occasional phlebotomy services and dressing changes, and assisting the provider and clinic RN with patient care and assisting front office staff as needed. The person in this role will also provide coverage in the absence of the Clinic RN.

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#### **Position Responsibilities:**

1. Use the Electronic Health Record to review patient records and enter documentation for visit encounters and patient requests.
2. Receive and respond to medication requests. Responsible for sending medication requests to the medical provider, completing prior authorizations for medications that require it and obtaining Prescription drug monitoring reports for controlled medication requests.
3. Perform phlebotomy services which includes verifying orders, blood draws, specimen processing, and completion of necessary paperwork for the Laboratory Billing
4. Administer and document injections such as vaccinations, Vitamin B12, Depo Provera, etc. in accordance with appropriate protocols for each type of administration.
5. Perform EKGs when necessary.
6. Maintain clean work area in both the lab and workstation
7. Provide patient education as necessary
8. Triage patients requesting urgent appointments to prioritize appointments on the waiting list
9. Screen patients prior to seeing the medical provider: Record patient's chief complaint, vital signs, measurements, and screenings such as tobacco, family, alcohol, etc.
10. When necessary, cover days off and vacations for the Clinic RN.
11. Other duties as necessary.

12. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.
13. Attend other required trainings as necessary.

**Minimum Qualifications**

- Current Maine Certified Medical Assistant Certificate
- Current First Aid/CPR Certification
- Ability to be proficient in the use of Electronic Health Record
- Experience in Health Education
- Demonstrate a broad range of knowledge of health and disease including an in-depth understanding of diabetes management.
- Ability to maintain effective work relationships with the Tribal community, staff, outside agencies and the general public.
- Sensitivity and knowledge of Native American culture.
- Have good oral and written communication skills.
- Successfully pass a FBI background check and a DHHS Background Check
- Successfully pass a urine drug screen.

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirement:**

**Physical Abilities:**

Bending	O	Sitting	F	Hearing	F
Carrying	O	Standing	O	Keyboarding	F
Driving	N	Talking	F	Kneeling	N
Handling	O	Walking	F	Reaching	O

Lift/Carry

50 lbs. or less (N)

Push/Pull

50 lbs. or less (N)

N	Not Applicable
O	Occasionally (up to 2 hours a day)
F	Frequently (2-6 hours a day)
C	Constantly (over 6 hours a day)