

## CMA/LPN

### Responsibilities

- Room patients and prepare them for exam by taking basic vitals and documenting findings into EHR.
- Document events and decision-making during a patient exam resulting in appropriate medical charting.
- Assist physicians and RN's in the endoscopic procedures.
- Preparing procedure rooms according to endoscopic procedure requirements.
- Clean and prepare exam room for next appointment.
- Assists Provider in ICD-9 and CPT coding of exams.
- May schedule tests, lab work and procedures as needed.
- May provide patient with information about test/procedure cost including patient's financial responsibility.
- May provide patient with information about test/procedure preparation.
- Assists Front Desk staff and Practice Administrator during times of inactivity.
- Maintain inventories of endoscopic equipment and supplies.
- Maintain or repair endoscopic equipment
- Disinfect and calibrate scopes and other endoscopic instruments according to manufacturers recommendations and facility standards.
- Perform safety checks to verify proper equipment functioning.
- Keep up log on all colonoscopies reprocessing; maintain manuals.
- Collect specimens from patients using standard medical procedures.
- Attend in-service training to validate or refresh basic professional skills.
- Every Thursday, you will work at our Edina location.

### Details:

- 32 to 40 hours a week
- Rate of Pay= Contingent upon experience and employment agreement.
- Eligible for 401k after 90 days
- Bhatti GI pays for half of your insurance premium
- 1 week vacation and 3 PTO after 90 days.
- Reports directly to Practice Administrator.