



Iowa Kidney Physicians has provided comprehensive care to adolescent, adult, and geriatric patients for over 40 years. Our care team includes board certified, fellowship trained nephrologists, as well as experienced advanced practitioners and a skilled nursing staff. We are currently seeking a full time **CMA** or **LPN** to join our team.

The medical assistant position requires knowledge of the medical specialty of nephrology, and medical terminology. The ideal candidate must have exceptional people skills; good grammar and spelling; excellent phone etiquette; a high degree of professionalism; and top-notch organizational skills, including the ability to multi-task. Medical assistants must be able to convey a physician's medical lingo to patients in a way that they understand. They must also ensure that all information is transmitted with a high degree of accuracy. One of the most important traits of medical assistants is their listening skills.

Iowa Kidney Physicians P.C. offers great benefits including generous PTO, excellent medical, dental, life, LTD, and vision insurance and matching 401K and much more!

To apply, please email your resume to dyount@iowakidney.com

Please check out our website at iowakidney.com . Please find more information in the Job Description below.

JOB TITLE: Medical Assistant

JOB OVERVIEW: Responsible for providing nursing care to the patient under the direction of a physician or health care provider in a Nephrology Clinic.

Job Description:

SUMMARY: Under the direction of the Nephrologists and the Practice Administrator, but with some independence, will be responsible for assisting the physicians in delivering care to patients being seen in Iowa Kidney Physicians, P.C. The Clinical Assistant will work closely with the Nephrologist and communicates with the patients, family members and health care professionals to facilitate patient care. Possess positive people skills and discretion for sensitive patient concerns or issues. Will have direct communication with front desk, and nursing staff members, excellent communication skills are a necessary tool for success in this role.

Essential Functions are included but not limited to:

- Collection of selected data about the health status of the patient.
- Participate in the development of the plan of care with other team members and safely implements that plan.
- Communicate in an attentive and individualized manner in every encounter.
- Verifies the patients understanding of the purpose of visit.
- Provide instruction/teaching to the patient according to the educational plan.
- Document care provided, or procedures performed accurately on patient records, within the EHR
- Provide each patient care in a safe, comfortable, and private environment.
- Provide preventive care information that matches patient age, sex and health status.

Additional Responsibilities:

- Demonstrate responsibility and accountability for professional practice, continued growth, and self-evaluation.



- Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
- Document work processes as required.
- Maintain professional appearance and personal conduct.
- Adhere to all policies and procedures including office and state protocols.
- Effectively cope with typical job stress.

Qualifications:

- Education/Certification/Licensure: Current State of Iowa LPN / RN licensure, or CMA Certification
- CPR certification for Health Care Providers.
- Experience: 6 – 12 months of professional nursing experience in a clinical setting preferred.

Skills:

- Ability to administer a variety of treatments and medications as directed.
- Strong organizational and interpersonal skills.
- Ability to use various types of equipment for examination and treatment procedures.
- Ability to take vital signs.
- Ability to maintain quality control standards.
- Ability to identify problems and recommend solutions.

Other Requirements:

- Knowledge of the principles and skills needed to provide patient care and treatment.
- Knowledge of examination, diagnostic and treatment room procedures.
- Knowledge of medications and their effects on patients.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Ability to react calmly and effectively in busy or emergency situations.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to communicate effectively in the English language in person, by phone and in writing.
- Ability to use Language Line or other interpretive resources for non-English speaking patients.
- Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
- Ability to establish and maintain effective working relationships with physicians, management and peers.
- Maintain current CPR for Health Care Providers.
- Maintain current State of Iowa LPN licensure / CMA Certification

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions. **Speaking:** Must be able to communicate clearly to patients in person and over the telephone. **Vision:** Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens. **Other:** Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including enough manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires *potential* exposure to communicable diseases. *Minimal exposure* to bodily fluids

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

We are an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.