

**Certified Medical Assistant / Licensed Practical Nurse**  
**Iowa Specialty Hospital/Iowa Weight Loss Specialists**  
**West Des Moines Bariatrics**

Job Title: Certified Medical Assistant/ Licensed Practical Nurse - West Des Moines Bariatrics

Location: West Des Moines, IA, 50266 United States

Employee Type: Full Time

Description

Full time position available in West Des Moines, hours are Monday-Friday 8:00am-5:00pm. Position includes working as nursing staff for bariatric practice in our West Des Moines clinic location. Responsibilities include rooming patients obtaining medical history, blood draws and other duties as assigned. Cross training in scheduling will be required. Must be detail oriented and work well with a clinical team. Experience in office nursing and Epic EMR preferred but not required. Primary locations will be in West Des Moines but will be required to travel to other Iowa Specialty locations as needed.

Accountabilities/Duties:

1. Performs patient assessments.

- Assessment includes a systematic and pertinent collection of data about the health status of the patient and prepares patient for provider exam.
- Records and updates the chart with patient data as appropriate, whether new information of illness/injury.
- Communicates with provider all aspects of patient care of assessment.
- Observes and documents patients' response to medication and or treatments administered.

2. Ensures the efficient delivery of nursing services.

- Properly administers and documents routine immunizations, therapeutic injections and skin tests.
- Performs required vitals, counseling and patient education and informs the provider of any changes.
- Performs routine treatments such as inhalation, therapy, catheterization, dressing changes, ECG's, fetal non-stress tests and other procedures within the scope of nursing practice and as ordered by the provider.
- Performs venipunctures, prepares the sample for testing and all requisitions that are needed for testing as needed.
- Assist provider with patient exams and minor surgical procedures and treatments.
- Assesses need and coordinates care of emergent and walk-in patients.
- Proficiently runs designated "in-house" lab tests.
- Assists with emergencies as needed.
- Follows correct procedures for the handling and disposing of biohazardous infectious waste.
- Performs daily and weekly environmental cleaning and equipment quality control checks and maintenance.
- Complies with all applicable infection control and safety procedures.
- Orders, maintains and checks for "outdates" on all inventories of medication and supplies.
- Demonstrates a thorough knowledge of nursing procedures.

3. Proficient use of the EMR, including proper documentation, understanding, and utilization of:

All chart tabs in the EMR

Medication Reconciliation and Allergy Review(response)

Reviewing and editing patient histories: family, social, surgical and medical.

Updating problem list

Required Data for Vitals Tab

Accessing patient demographics and insurance

Accessing scanned consents, consult reports, letters, images and outside records.

Functionality of Orders Tab-Pending orders and Lab Review Bin  
Correct utilization of the Clinical Elements and Health Maintenance  
Accessing data from HPF  
Opening a new note for provider and completing the Nursing Assessment.  
Accessing patient lab, radiology, pathology and cardio results  
Correct usage of Nurses Notes in Progress Note Tab and Messaging Tabs  
Scheduling patient appointments  
Accessing and printing Clinical Summaries and Patient Education per established process

4. Provides open and timely communication with patients, families and their significant others.
  - Provides educational resources to the patient/family as appropriate.
  - Provides sufficient information to allow patients and significant others to participate in the patient's care.
  - Informs the patient of lab, x-ray and other diagnostic testing results and order changes per the provider.
5. Demonstrates awareness of current state, federal and local laws governing the delivery of care.
  - Uses appropriate reporting mechanisms as required by state law.
  - Respects the dignity, confidentiality and privacy of patients.
  - Obtains appropriate authorization consents for treatments.
6. Demonstrates commitment to education and sharing knowledge.
  - Assists in the orientation of new personnel to the office.
  - Obtains on-going education consistent with the level and area practice.
  - Maintains current CPR and other appropriate licensure/certification.
7. Ensure that appearance and personal conduct are professional at all times.
  - Has excellent attendance record.
  - Wears appropriate clothing for the job function.
  - Works at maintaining a good rapport and a cooperative working relationship within the office.
  - Complies with all organizational policies regarding ethical business practice, standards of behavior, safety, environmental and infection control.
  - Maintains patient confidentiality at all times.
  - Represents the organization in a positive and professional manner in the community.
8. Participates in the establishment of quality improvements that effect patient care, patient safety and improved patient outcomes.
9. Participates in educational programs and in-service meetings as required.
10. Performs other related duties as assigned or requested.
11. Follows the Standards of Behavior and demonstrates the Ten Qualities of an Effective Team Player.
  - 1) Reliability
  - 2) Constructive Communicator
  - 3) Active Listener
  - 4) Active Participant
  - 5) Shares Openly and Willingly
  - 6) Cooperates and Pitches in to Help
  - 7) Exhibits Flexibility
  - 8) Shows Commitment to the Team
  - 9) Problem Solver
  - 10) Treats Others in a Respectful and Supportive Manner

Contact:  
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