



VITALITY CENTER POSITION DESCRIPTION

JOB TITLE: MEDICAL SERVICES COORDINATOR (NURSE)
DEPARTMENT: MEDICAL
SUPERVISOR: ADVANCED PRACTICE REGISTERED NURSE (APRN)

JOB SUMMARY:

The Medical Services Coordinator position is responsible for setting appointments for required patient physical examinations, dispenses medications as prescribed, and conducts sick call screening of patients in treatment. Administers and reads TB tests on new employees, patients, and schedules their physical examinations. Schedules, administers, reads and informs employees of annual TB tests. Additionally, will identify and develop health and medical information crucial to the recovery process of patients in treatment. This position reports to the Clinical Supervisor.

JOB DUTIES AND RESPONSIBILITIES:

- Screens and assesses medical status of all new patients entering program.
- Reviews completed patient medical histories.
- Checks patient's medications brought into facility and relates information to physician.
- Responsible for supervising of blood pressure, pulse and temperature on any patients as necessary.
- Responsible for charting all readings in individual files.
- Follows Doctor's orders on how to dispense patient medications, updates records.
- Sets appointments for patient's physical examinations.
- Provides preliminary screening for sick call.
- PAR'S for APRN.
- Schedules flu appointments for APRN and for prescriptions
- Administers and reads TB test.
- Provides injection with the direction from APRN.
- On-Call after hours and on weekends.
- Provides medical crisis screening.
- Provides medical crisis screening.
- Routinely checks patient files for appropriate medical documentation.
- Conducts health and medical lecture groups for adolescent and adult patients.
- CPR certified.
- Required to be present with Doctors exams & interviews.
- Responds to emergency cases and attend the basic medical requirements.
- Work in adherence to the policy and procedures of Vitality Unlimited.
- Work in collaboration with all the staff, members, and clients.
- Maintain a healthy and cooperative relation with the patients and relatives.
- Follows code of ethic as stated in NAC 458.
- Ensures confidentiality of client as required by 42CFR Part II.

KNOWLEDGE AND SKILLS:

- Must have general medical knowledge to assist the APRN in obtaining pre-screening information from patients for required physical examinations.
- Will dispense medications as prescribed following APRN orders and will record as appropriate.
- Must have knowledge of and follow the Federal Confidentiality regulations governing disclosure of patient information.
- Must possess a current Nevada driver's license and must qualify for agency insurance coverage.
- Experience in handling medical and administrative duties with minimal supervision.
- Strong organizational and multi-tasking skills.
- Ability to understand and respond to emergency issues
- Excellent verbal and written communication skills.
- Ability to counsel clients and relatives of all ages and problems
- Strong interpersonal and time management skills.
- A well organized, detail orientated and confident personality.
- On Call for Vitality Center.

EDUCATION:

Must possess a current RN license.

A minimum of 3 years experience as a Doctor's assistant either in office or hospital setting.

I have read and fully understand the duties of my position.

Employee Signature

Date: _____

Human Resources Coordinator