

Medical Assistant / LPN

Carient Heart and Vascular is a leading cardiovascular group of 13 cardiologists and 5 mid-level providers in Northern Virginia. We value professional growth, quality colleagues, in a well-established successful group practice; dedicated to providing our patients with the highest level of care.

We are looking for a friendly, professional, experienced **Licensed Practical Nurse (LPN) or Medical Assistant (MA)** to join our patient focused clinical team of professionals at our multi- location cardiovascular practice. This person will provide primary clinical support to our providers and patients through teamwork ensuring quality and efficient patient care.

Carient Heart and Vascular is an Equal Opportunity Employer. We offer competitive salary and benefits.

Responsibilities:

- Check-in patient, assess and obtain vital signs, reason for visit, weight, verify medications, record new medications, perform EKG when indicated, review patient chart, document clinical and progress notes, record all necessary medical information including allergies.
- Ability to perform EKGs, ETT set-up, Holter monitors, event monitors/cleaning and tracking of machines.
- Record and report laboratory and test results received from external laboratories and hospitals
- Provide professional teamwork effort throughout the medical practice by assisting physicians, clinical staff, technicians, and front office as assigned by the Clinical Manager.
- Relay patient information to Physicians.
- Retrieve reports off hospital sites as directed by Physicians.
- Perform walk-in blood pressure checks.
- Provide pertinent education and instruction to patients in need of medical treatment.
- Assist in patient call backs under the direction of the Clinical Manager and/or Physicians.
- Triage patients over the phone.
- Perform medical calls to pharmacies including medication refills, pre-authorization of medications.
- Call patients with normal test or lab results.
- Provide an orderly and clean environment in exam rooms and patient restrooms, prepare exam room for patient and restock medical supplies daily.

Job Requirements:

- Completion of a Licensed Practical Nurse program
- Current Virginia State LPN License
- Medical Assistant Certification
- Current BLS
- Medical Office Experience (cardiology is plus)
- Basic Computer Skills
- Previous EMR experience is a must
- Excellent telephone communication skills
- Maintain a positive attitude and always strive for exceptional patient service.
- Ideal candidate will be willing to commute to any of office locations *Manassas, Woodbridge, Stafford, Annandale, Ashburn, Warrenton, Haymarket, and Vienna as needed.

Please contact Jenifer Hilton if you are interested in learning more about this opportunity, jhilton@carient.com

Annandale
Ashburn

Haymarket
Manassas

Stafford

Vienna
Warrenton

Woodbridge

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