



Physician Practice LPN Full Time

Position Summary:

Performs clinic medical assistant functions and supervises other medical assistants in planning, implementing, and evaluating the delivery of patient care. Assists in patient and family education and follow-up care to promote recovery and appropriately documents patient care activities.

Service Excellence Skills Required:

Must be willing to commit to the MPP Service Excellence standards as an established expectation of job performance. Must be willing to be a positive role model in exceeding customer expectations by (1) making a positive first impression the first priority; (2) treating others as guests; (3) communicating effectively; (4) developing "service recovery" skills to turn negative service into positive affirmation of others; (5) being professional in image, attitude and work; (6) serving others using a team-centered approach; (7) projecting a positive attitude; and (8) making excellence the goal in all endeavors.

Minimum Knowledge, Skills & Experience Requirements:

Must be a high school graduate and either be a licensed LPN or certified Medical Assistant with a minimum of five years experience in a physician's office; one year of supervisory experience preferred. Good communication and organizational skills required. Must be able to assess, plan, and provide individualized treatment for patient care, taking into account growth, development, and physical needs of each patient based on age.