

Community Physicians Group

Job Posting

Community Physicians Group is now taking applications for the following position:

MA/LPN for Dr. Mathur Reports to: Office Manager, and Dr. Mathur

Educational Requirements:

- Minimum – High School diploma or the equivalent.
- Arkansas and Oklahoma License in good standing for LPN
- Proven previous job history

Primary Responsibilities:

- Check in patients in accordance with office procedures
- Administer injections (pediatrics through geriatrics)
- Charting and obtain ABN when appropriate
- Perform EKG, blood pressure, Phlebotomy, and lab
- Perform dressing changes
- Removal of staples/sutures
- Assist provider with surgical procedures/minor emergencies
- Cleaning and sterilization of instruments, perform biological tests
- Stock, clean, & sterilize rooms
- Return patient phone calls
- Order patient prescriptions & assist with patient assistant programs
- Assist with inventory and ordering supplies
- Assist with answering phones and appointment scheduling
- Ability to stage 25 – 35 patients per day

Interested applicants should contact Jessica Duncan at GMC (jduncan@cpgclinics.com)

04/08/2019