

Community Physicians Group  
**Kansas Medical Clinic**

**Job Title:** LPN- Shot Nurse/Phlebotomist

**Reports to:** Office Manager

**Educational Requirements:**

- Minimum – High School diploma or equivalent
- Arkansas and Oklahoma license in good standing
- 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 (pediatric through geriatric)
- 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
- Schedule includes working night clinic and Saturdays
- Ability to stage 25-35 patients per day
- Perform various lab testing.
- Charting and obtaining ABN when necessary.

This position may include lifting, standing, and stooping.