

# Community Physicians Group

## Job Posting

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

### **Full- Time LPN**

### **Siloam Springs Medical Center**

Reports to: Office Manager

Educational Requirements:

- LPN with License in good standing
- Knowledge of Medical Terminology
- Proven previous job history
- Basic Computer skills

Primary Responsibilities:

**May include but not limited to the following:**

- Work closely with other nurses
- Knowledge of ECW a plus.
- Check in patients in accordance with office procedures
- Track Disease Management/Health Maintenance per CPG policy
- Cleaning and sterilization of instruments
- Stock, clean, & sterilize rooms
- Return patient phone calls in a timely manner
- Assist with patient assistant programs
- Assist with inventory and ordering supplies
- Assist with answering phones and appointment scheduling
- Referrals and Pre Certifications
- Ability to stage 30+ patients per day
- Other job duties as instructed by the practice manager
- Ability to adapt to change
- Open availability for evening clinic one day a week

Interested applicants should contact Melissa Walker 479-524-3141

This position may include lifting, standing, and stooping.