



phone: 406-493-1600
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MISSOULA
FAMILY MEDICINE
Thomas Frandsen, MD
2831 Fort Missoula Rd.
Ste 302
Missoula, MT 59804

Medical Assistant or LPN

Job Details

This is a full-time (0.8-1.0 Status), day shift MA or LPN position at Missoula Family Medicine.

Medical Assistant:

Major duty is to assist the providers with patients. This includes but is not limited to: greeting and escorting patients to the exam rooms, taking vital signs, histories, medication reconciliation, reviewing and preparing patient medication requests for the provider and refilling medications as per protocol, charting, set-up for invasive procedures, calling, securing medical records and prepping charts for patient visits, performing in-house labs as ordered, cleaning exam rooms, cleaning and autoclaving instruments, removing outdated medications, administering vaccinations. This job will also entail scheduling patients, checking-in patients, answering the phone, triaging patients and checking out patients. This job will require adaptability to learning new processes and improving patient care. Patient education and instruction.

Education

Minimum Required: High School diploma or equivalent and advanced training to completion in a medical assistant program. BLS required within 3 months of hire. Verbal and written communications skills, typing, and computer skills (Microsoft Office) required.

Experience

Preferred/Desired: One to two years experience in medical field preferred.

Licenses & Certifications

Required: Certified Medical Assistant or Registered Medical Assistant

On-Call / Weekend Requirements: None.

Email cover letter and resume to: hello@missoulafamilymed.com

Attn: Amy



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LPN:

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Education

Minimum Required: High School diploma or equivalent. Graduate of an accredited school of nursing and licensed or eligible for licensing in State of Montana as a Licensed Practice Nurse. BLS required within 3 months of hire. Verbal and written communications skills, typing and computer skills (Microsoft Office) required.

Experience

Preferred/Desired: Recent experience and/or previous nursing practice

Licenses & Certifications

Required: Licensed Practice Nurse

On-Call / Weekend Requirements: None.

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Attn: Amy