

# **Twin Lakes Medical Foundation**

is currently accepting applications/resumes for the following positions:

## **MEDICAL ASSISTANT or LPN**

Medical Assistant or LPN needed for a busy Medical Office at TLMF. There are multiple positions that will work in collaboration with Twin Lakes Medical Foundation (TLMF) providers to provide direct and indirect patient care in a clinical setting. Primary responsibilities include but are not limited to, interviewing patients, obtaining vital signs, preparing patients and assisting providers with patient exams and/or treatment. Continuing responsibilities include charting and clerical work as necessary to oversee phone prescriptions and refills to pharmacies. Additionally, these positions may perform triage with patient phone calls to identify emergent and non-emergent situations. These positions will have the opportunity to perform injections and specific infusions under the direction of the provider. There are Full and Part Time positions available Monday - Friday.

### **The requirements for this position are:**

- Current LPN License or CMA certification with 5 years experience
- CPR certification preferred
- 2/3 years experience in medical office
- Experience with an Electronic Medical Record (EMR).

### **To Apply:**

**Please complete an online application/submit resume at: [www.tlrmc.com](http://www.tlrmc.com)**

**OR Mail: Human Resources, 910 Wallace Avenue, Leitchfield, KY 42754**

*Equal Opportunity Employer*