

Arthritis and Rheumatology Clinics of Kansas – Olathe Branch

Clinical Coordinator

Seeking a bachelor degree level registered nurse to serve as the clinical coordinator of a new branch clinic in Olathe Kansas. Prefer 5 years experience in a medical clinic setting and bilingual in Spanish or Mandarin.

Candidate should have experience in phone triage, administration of IM/SQ injections, phlebotomy, patient intake, IV therapy, EMR and ability to assist with procedures. This is a part time position, with a family friendly schedule and competitive pay.

Job Requirements

Clinical Coordinator

Requirements

- Prepares patient for exam and/or procedures and assists as needed. Obtains and documents basic health information including history, chief complaint, and vital signs. Administers injections skillfully.
- Cleans, sterilizes, prepares and stocks exam rooms in an orderly manner.
- Skilled in Phlebotomy.
- Answer phones, schedule appointments, register patients, takes messages, and calls in patient prescriptions under the direction of the physician and documents accordingly in patient's chart.
- Provides patient instruction and education as directed by the physician.
- Oversee clinic operations and reporting.
- Start, monitor and complete IV infusion therapy.
- Establishes and maintains effective communication and professional working relationships with patients and their representatives, managers, physicians and other clinic staff.

To apply please submit resume and salary requirement to rhamilton@arck.org