

Primary Clinical Specialist (LPN, CMA) (Full-Time)

Location: Muncie

Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life. Additionally, eligible employees have access to excellent benefits which include:

- Consistent work schedules with no nights, weekends or major holidays
- Accrued paid time off
- Health, Dental and Vision insurance plans
- Company-provided life and long-term disability insurance
- A robust 401k retirement and profit sharing plan

What You Will Do?

The **Primary Clinical Specialist** is responsible for making patients feel comfortable during the visit, directing patients while in the clinic, and performing initial assessment and intake of information including, but not limited to, past surgical, medical, family and social history, taking and recording patient vital signs, and interviewing patient to fully understand the reason for the visit. Individuals in this role will provide care for clinic patients following established standards and practices. This individual is responsible for delivering patient care and assisting in procedures as directed by providers. This position is responsible for maintaining and updating patients records with a high degree of accuracy in a timely and efficient manner. Additionally, individuals in this role directly assist the provider with clinical and administrative duties as needed.

- Serves as a primary assistant to the provider, performing clinical and administrative duties as requested.
- Ensures that applicable test documentation and/or records, such as MRI results, blood tests, etc., are in-house and attached to patients file in advance of scheduled visits.
- Completes requested paperwork for patients such as disability and FMLA forms.
- Monitors and returns calls to patients who call in for the provider or on the care line, answering questions/concerns, providing information and instruction for care, and referring to provider when needed.
- Prepares patients for examination and treatment by observing, recording, and assessing patient's condition, noting reactions to drugs and treatments, obtaining vital signs, and taking patient's past surgical, medical, social, and family history and accurately entering information into the electronic health record.
- Updates and maintains patient files, records, posts tests and examination results, formulates and updates patient care plans, and other information with a high degree of accuracy and efficiency to provide a smooth and timely flow of patients through the clinic.
- Performs selected nursing duties, including assisting provider in preparing for minor surgeries, procedures and physicals; assisting provider during treatment as needed; obtain specimens and

administer injections or tests as ordered by provider, arranging for additional testing as needed, and apply or remove casts, splints, and dressings as necessary.

What You Will Need:

Qualifications and Education Requirements

Minimum of high school diploma or GED required. One to two years professional experience in clinical setting preferred. Additional education in the areas of medical assisting or nursing required. Possession of applicable certification or state license is required.

Certification/License Requirements

Required to maintain current CPR and Emergency First Aid certifications.

Specific licenses and/or certifications applicable may be one of the following:

- Possession of State Licensed Practical Nurse license (LPN)
- Certification from the American Association of Medical Assistants

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact hr@ciocenter.com.