



<https://www.halostaffing.com/position/certified-medical-assistant-licensed-vocational-nurse/>

## Certified Medical Assistant/ Licensed Vocational Nurse

### Description

***A large fertility group is seeking IMMEDIATE Certified Medical Assistant or Licensed Vocational Nurse in The Valley area.***

### Responsibilities

Provide excellent customer service

Team Player

Coordinate the activities that are required to initiate the treatment plan, i.e. surgery, IUI, IVF, PGD, etc.

Ensure that all tasks and responsibilities are carried out effectively and efficiently

Prepare IVF cycle start list, make sure insurance coordinator, financial & 3rd party financial counselor and office manager receive updated copies of this list.

Prepare calendar/schedules for patients

Maintain patient/couple medical records, including consents and authorizations.

Assist physician with office procedures including Diagnostic and monitoring ultrasounds, Diagnostic procedures, Egg Retrievals, and Embryo Transfers

Perform Procedures such as Venipuncture and Start IV's (licensed/certified personnel) and management of IV therapy

Follow-up communication with patient/couples, i.e. test results and medication adjustments.

File normal lab results in patients' charts after physician has signed & reviewed results

Provide coverage for other nursing team members during vacations or illness.

Send cards for negative pregnancy (IVF) and graduation of pregnant patients who are going to OB/GYN

### Qualifications

Knowledge of all aspects related to IVF coordination including third party assisted reproductive treatment

Understands fertility testing, medications, ability to educate patients on medications and provide treatment calendars.

Full understanding of required testing related to third party IVF.

### Hiring organization

HALO Staffing Group

### Employment Type

Full-time, Temporary to Permanent

### Beginning of employment

5/24/2020

### Duration of employment

Long Term

### Industry

Healthcare/ Medical Office

### Job Location

San Fernando Valley

### Working Hours

8:00 AM to 5:00 PM, 40 hours per work week, rotating weekends

### Base Salary

\$ 18 - \$ 20

### Date posted

May 19, 2020

### Valid through

19.06.2020

Ability to prioritize work load

Experienced Medical Assistant or Licensed Vocational Nurse to maintain BLS and ACLS Certifications

Licensed Vocational Nurse and Medical Assistant to maintain BLS certification