

Licensed Practical Nurse

Columbia Nephrology is the largest most comprehensive nephrology group in South Carolina. We have 19 physicians, 12 advanced practitioners and 4 offices located throughout the Midlands. We are currently seeking a **Licensed Practical Nurse** for our **Columbia** location. We offer highly competitive salaries and benefits.

Job Title: *Licensed Practical Nurse*

Locations: 121 Park Central Dr. Suite 200 Columbia SC 29203

Hours: Monday – Thursday 8:00AM – 5:00PM; Friday 8:00AM – 1:00PM (Full-time)

Minimum Qualification:

- Required Certification/Licensure: Current SC license as a Licensed Practical Nurse and current BLS certification.
- A minimum of two years' experience in a medical office

Job Duties:

- Managing patient calls from our triage line and recording in patients electronic chart.
- Monitoring prescription requests and submitting to pharmacy.
- Prepping charts for patients scheduled for appointments.
- Preparing patients for visit with the doctor which would include recording vital signs and various information in patients electronic chart.
- Prior authorizations for medications and procedures.
- Assist with our anemia clinic.
- Scheduling appointments.
- Phlebotomy
- Arranging hospital admission and dialysis admissions.
- Injections
- Explaining treatment procedures, medications, diet per provider instructions.
- Critical Labs
- Setup Infusions as ordered by providers.
- Manage transplant patients with providers direction.
- Manage par-level for sample medication.
- Triage
- FMH messages

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance

- Health savings account
- Life insurance
- Paid time off
- Travel reimbursement
- Vision insurance

FOR MORE INFORMATION CONTACT:

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