



Triage Nurse Position Description

Employee: _____

Date of Hire: _____

Positions Supervised: _____

Supervisor: _____

Status: Full Time

Classification: Hourly, Non-Exempt

Last Revised: 12/6/2019

Position Summary: Under general supervision of the health care provider and Office Manager, the triage nurse is responsible for providing general nursing care to health center patients.

Primary Duties:

- Completes prior authorizations and/or pre-certifications and manages patient medication refill requests as directed by health center provider or health center standing order.
- Documents all patient encounter information accurately and concisely using appropriate medical terminology within the electronic health record (EHR).
- Referral, lab and diagnostic tracking responsibilities as assigned by the Office Manager to include prior authorization as needed.
- Follow-up and tracking of patient Emergency Department visits within i2i system.
- Provides care, education and telephone triage both via phone and face to face for health center patients. Administers medications and injections as directed by healthcare provider.
- Maintains confidentiality of all patient information and adheres to policies/safety practices as established by FCHC.
- Other duties as assigned from time to time.

Competencies/Skills:

- Demonstrates sound independent judgement within scope of nursing license as prescribed by the Ohio Board of Nursing and accepts responsibility for decisions.
- Demonstrates strong oral expression and comprehension.
- Demonstrates ability to work in a team environment.
- Demonstrates proper sterilization and infection control practices.
- Develops and maintains skill level on appropriate computer systems including NextGen, i2i, Outlook and Microsoft Office Suite, specifically Word and Excel.
- Demonstrates understanding and importance of accurately recording patient encounter information in the appropriate fields and templates within the EHR.
- Ability to manage time effectively.
- Applies professionalism to all interactions with health center patients, employees, providers, contractors and vendors.
- Demonstrates dependability through good attendance and punctuality.
- Willingness to learn, embrace change and maintain a positive attitude.

Experience, education/training and licensure:

- Graduate of an accredited school of practical nursing required. Current LPN license registered with the state board of nursing required.
- BLS certification required.
- 2 years' experience in ambulatory health care or public health nursing preferred.
- Prior experience with medical records.
- 2 years of Electronic Health Record (EHR) experience preferred. Experience with NextGen preferred.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS:

Must be able to push, pull and assist in lifting up to 50 lbs. May be exposed to loud noises. Must be able to stand and sit for extended periods of time, stoop, bend, reach, show manual dexterity, and clearly communicate with office personnel and external customers. May be exposed to blood and bodily fluids.

Employee

Date

Supervisor

Date

Chief Executive Officer

Date

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all position within this class will perform all of the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.