



Phlebotomist Positions Available

CONTACT: TONYA 832-230-0061

FAX RESUME: 832-813-5713

Salary: \$9.00-\$16.00 hour

Collects blood specimens for use by clinicians and/or Medical Technologists for clinical analyses, evaluations, and/or diagnostic purposes.

Examples of Duties:

- Draws blood specimens from patients by using finger stick, heel stick and/or venipuncture.
- Collects throat culture specimens.
- Greets patients and instructs them in proper specimen collection methods.
- Labels specimens for identification purposes and enters specimen data into computer.
- Prepares specimens for reference laboratory by using centrifuge to spin blood.
- Maintains alphabetical filing system for patient information.
- Answers telephone calls and routes calls to appropriate member of the medical or laboratory staff.
- Writes test results sent from reference laboratory into patient report; distributes report to clinicians.
- Inventories and requisitions medical laboratory supplies; stocks work area as needed.
- Keeps work areas clean and orderly; washes laboratory glassware as needed.
- Knowledge of various techniques in collecting specimens.
Skill in determining most appropriate site to obtain specimens



PHARMACY TECHNICIAN POSTIONS AVAILABLE

CONTACT: TONYA 832-230-0061

FAX RESUME: 832-813-5713

Salary: \$10.00-\$16.00 hourly

Employee assists a pharmacist with the preparation of prescriptions for patients in a student health center. Work is performed under direct supervision. Judgment and initiative are exercised within established procedures.

Duties of the Job

- *1. Employee retrieves medications from shelf, counts medications, and labels containers under the direct supervision of the pharmacist.
- *2. Enters medication information and directions on patient profile into computerized database.
- *3. Receives written prescriptions from patients and verifies that information required on a prescription is complete.
- *4. Answers the telephone and may take requests for a prescription refill from a patient.
- *5. Performs cashier functions for payments received for medications.
- *6. May hand out prepared prescriptions under the supervision of the pharmacist.
- *7. Orders and replaces stock in the pharmacy under supervision.
- *8. Processes confidential information.
- *9. Assists the pharmacist with preparation of medications for the after hours

Supervisory Responsibility No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff.

Sensitive Information and Records Significant discretion in creating, processing and controlling highly sensitive information.

Responsibility for External and Internal Relations Considerable external and/or internal contacts to carry out responsibilities.



Certified Nurse Assistant (cna) Positions Available

CONTACT: TONYA 832-230-0061

FAX RESUME: 832-813-5713

Salary: \$8.00-\$13.00 hour

Also referred to as a home health aide, personal care assistant, nursing assistant, or patient care technician, a certified nursing assistant (CNA) is a trained professional who can work in a variety of settings. Before covering *where* a CNA might choose to pursue a career, let's take a look at the duties or job description. Regardless of where you work, many of the responsibilities will be the same.

Certified Nursing Assistants generally work directly under the supervision of an RN, or registered nurse. Often, the CNA has more direct contact with the individual patients than doctors, specialists, or other nurses. This is due to the fact that the CNA is responsible for direct patient care and personal needs.

Certified Nursing Assistant Job Description

Here is a list of duties that may fall under the scope of a CNA's responsibilities. Keep in mind that duties are directly related to the type of environment you choose to work in.

- Meals: Patient feeding responsibilities. Some patients will require direct feeding, while others may just need their meal tray brought to them and set up.
- Oral care, nail care, and basic hygiene.
- Bathing and dressing of patient. Bathing may take place in the form of a bed bath, shower, or tub.
- Toileting of patients. Often patients will need help with moving on and off of the facilities. Some patients may need help with a bed pan.
- Catheter care. Changing of catheter bags and charting amounts.
- Ambulation assistance. Some patients need help getting in and out of beds, wheelchairs, bathtubs, etc.
- Vital signs: Blood pressure, pulse, and temperature monitoring.
- Answering call lights.
- Turning of bedridden patients. This is done to take the weight off of pressure points and prevent bedsores from occurring.
- Changing bed clothes and collecting soiled laundry.
- Light cleaning and organizing of patients room or area.
- Relaying and charting requested information. This may include moods, vital signs, meal consumption, liquid intake, and daily BM and urine amounts.
- Relaying information to the next CNA on shift, or to the nurse's in charge.
- Recreational activities, such as assisting with a walk outdoors or delivering reading material to patients.



Medical Assistant Positions Available

CONTACT: TONYA 832-230-0061

FAX RESUME: 832-813-5713

Salary: \$8.00-\$14.00 hour

Administrative duties of medical assistants can include greeting patients, keeping medical records, answering the telephone, completing insurance forms, making appointments, handling correspondence, scheduling hospital and laboratory services and assisting with billing. Overall, the responsibilities of a medical assistant can be split between secretarial and clinical duties.

Under state laws, medical assistants usually have varying clinical duties. These duties can include taking vital signs, retrieving patient history, speaking with patients about treatments, conducting general lab tests, assisting with exams, preparing lab specimens, sanitizing medical supplies and disposing of materials that have been used. Medical assistants may also inform patients about different treatments, including diet and medication. They may also prepare and administer medication, submit prescriptions, allow refills under the supervision of a physician, take blood samples, prepare patients for X-rays, perform electrocardiograms, remove sutures and adjust dressings. In addition, medical assistants may organize, maintain and buy materials and instruments. Cleaning waiting and exam rooms may also be part of the duties of a medical assistant. Medical assistants must remain flexible in their duties.



Medical Billing and Coding Positions Available

CONTACT: TONYA 832-230-0061

FAX RESUME: 832-813-5713

Salary: \$9.00-\$16.00 hour

As the healthcare industry becomes more and more reliant on information technology to store and retrieve patient information, medical billing and coding professionals will enjoy an increased demand for their particular skill-set and extensive employment opportunities. Medical billing and coding professionals are employed by the administrative wing of the health care industry. Their basic responsibility is to accurately translate patient information and into alpha-numeric medical code. Information handled by medical coders include patient treatment, health history, diagnosis, and related information. This information will then be transferred between health care providers and insurance companies, so the proper amount of payment can be generated and paid.

Medical coding and billing professionals must know several different coding systems, depending on their place of employment. The Level 1 HCPCS coding system is used by hospital providers, while Level 2 HCPCS is used for hospitals, physicians and other health professionals. Diagnoses are coded using the DRG coding system. It is incredibly important that the medical coders be as detail-oriented as possible as the dispersion of proper payment and creation of precise, easily processed medical bills depend on their coding expertise.