

## Licensed Practical Nurse (LPN) or Medical Assistant (MA)

### Job Description

Fargo Center for Dermatology provides medical, surgical, and aesthetics services within the Fargo-Moorhead and surrounding areas. As an LPN or MA with Fargo Center for Dermatology you will be responsible for providing patient care and clinical support to ensure efficient operation of the practice. This role specifically works with the providers on the medical side of the clinic.

You will support providers, other clinical staff, and patients through a variety of tasks related to patient care management, organization and communication.

### Responsibilities

- Interview patients and document basic medical history
- Provide laser and light therapy services to patients
- Act as clinic expert in Xtrac and phototherapy services, training and mentoring other staff as needed
- Own ongoing growth plan and patient retention
- Documentation in the electronic medical record
- Assist during medical examinations
- Prepare and clean treatment rooms and medical instruments
- Support in-office surgical procedures as needed

### Skills

- Medical experience required
- Dermatology and/or Phlebotomy experience preferred
- Excellent time management skills and ability to multi-task and prioritize work
- Patient oriented with a dedication to customer service
- Excellent written and verbal communication skills
- Strong organizational and planning skills

## Details

Job Type: Full-time

Salary: \$18.00 - \$26.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Work Location:

- In Clinic at Fargo Center for Dermatology

Schedule:

- Day shift
- Monday to Friday

License/Certification:

- LPN (Preferred)
- BLS Certification (Preferred)