GREENSBURG FAMILY PRACTICE

JOB DESCRIPTION

POSITION Medication Coordinator Nurse – Full time 32-40 hours/week.

SUMMARY This position is responsible for coordinating and processing medication refill requests received from patients, providers, and pharmacies in accordance with established clinical protocols and regulatory standards. Supervising physicians will mentor and provide guidance on all duties.

EDUCATION

- Graduate of an accredited school of nursing
- Current Kansas License to practice professional nursing.
- Basic Life Support (BLS) certification – required before hire.

EXPERIENCE REQUIRED One year of licensed nursing experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Use common sense and special medical skills to care for the sick or handicapped.
- Understand technical information from supervisors, charts, reference books, manuals, and labels.
- Use your eyes, hands and fingers with skill.
- Work fast in an emergency.
- Communicate with people when they are sick, disabled, or nervous.
- Change from one duty to another frequently.
- Follow instructions exactly.
- Record information exactly
- Possess thorough knowledge of nursing principles as well as hospital types of policies and procedures.
- Demonstrates the ability to provide quality patient care.
- Communicates and works effectively with people. Must be willing to use all methods of communication necessary to ensure patient understanding.
- Possess the ability to assess patient's needs, clinical, teaching, mental and spiritual.
- Tracking and scheduling management skills.
- Ability to use reminders and scheduling tools to maintain adequate attention to recurring patient medication needs.
- Strong organizational and prioritization skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Review, verify, and process medication refill requests promptly in accordance with provider directives and clinic protocols.
- Ensure accuracy of medication orders, including dosage, route, and frequency.
- Communicate with providers or nursing staff to clarify or resolve medication discrepancies.
- Evaluate refill requests for clinical appropriateness and ensure labs or follow-up appointments are completed as required by policy.

- Coordinate and schedule necessary lab work; notify providers and patients of results or next steps.
- Process routine medication refills per provider authorization and clinic policy.
- Communicate with patients regarding refill status and scheduling needs.
- If a medication refill is needed before a new patient visit, the Medication Coordinator ensures continuity of care by reviewing prior medical records and confirming current medications, dosages, and allergies with the patient's pharmacy.
- Review and apply clinic policies regarding pain management and controlled substances.
- Utilize the Kansas Prescription Drug Monitoring Program (K-TRACS) to review patient medication histories as required.
- Coordinate with providers, pharmacies, and insurance companies to facilitate medication prior authorizations.
- Verify prescriptions are transmitted accurately to the correct pharmacy.
- Maintain accurate, thorough, up-to-date documentation in the electronic health record (EHR).
- Collaborate with clinical teams and pharmacy partners to promote medication safety and quality.
- Uphold patient confidentiality and comply with all HIPAA and regulatory standards.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Reports to Clinic Manager, Chief of Medical Staff, and/or hospital CEO.

ENVIRONMENTAL Indoor, general hospital environment

SPECIAL SKILLS Must always be professional and courteous; must be able to handle and prioritize tasks; effectively utilize time, show self-confidence, and exhibit enthusiasm for work use. Work well without direct supervision.

PHYSICAL REQUIREMENTS

- Requires extended periods of time standing
- Moderate physical activity. Requires occasional handling and maneuvering of a person more than 100 pounds.
- The work environment involves exposure to potentially dangerous materials and situations that require extensive safety precautions and may include the use of protective equipment.
- Requires reaching by extending hand(s) or arm(s) in any direction. Finger dexterity is required to manipulate objects with fingers rather than with whole hand(s) or arm(s).
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to move about.
- Communication: Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

MACHINES TO BE USED Includes, but not limited to, BP machine, digital thermometer, ear wash system, microscope, Dremel tool, defibrillator, hematocrit machine, standard office machines, glucometer, and oximeter.

TRAINING AFTER HIRE Training programs that apply to positions or enhance job performance will be required. Hospital-wide in-service attendance will be required.

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I have reviewed the above job description and requirements. I verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits, and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives, and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending a pre-employment physical and KDHE background check.

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Employee Print

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Employee Signature *Date*