

Registered Nurse

Team Member Name:	AU:
Job Code/Description: 7123 - CC Registered Nurse Fed	Classification: Non-Exempt
Supervisor:	Supervisory: No
DL%: 100%	SCA Reference: 12311 Registered Nurse

Position Summary

The Registered Nurse provides professional nursing care to patients. The RN receives call transfers from the patient appointing clerks for triage assistance, lab results, or assistance with booking appointments. The RN assists physicians with treatment; assesses patient health problems and needs, develops nursing care plans, maintains medical records, and assists patients in complying with prescribed medical regimen.

Role Requirements

Minimum Qualifications, Knowledge, Skills, and Abilities:

- Education Requirements:
 - Graduate of an accredited nursing school.
- Additional Requirements:
 - Current State License as a Registered Nurse.
 - Knowledge of Microsoft Office products desired (Word, Excel, PowerPoint)
 - Strong attention to detail and organizational skills
 - Must be able to obtain and maintain a position of public trust vetting.
 - Must be able to pass a government security investigation and must meet eligibility requirements.
 - U.S. Citizenship (required per government contract)
 - BLS, ACLS, and PALS certification

Essential Functions

- Receive calls from patients inquiring about lab results and send message to providers informing them what results were given.
- Receive call transfers from the patient appointing clerks for triage assistance.
- Provide assistance to network providers or facilities with contacting the appropriate primary care manager (PCM) or clinic regarding medical matters.
- Assist in booking patient appointments.
- Request medication renewals
- Assist network providers in placing referral requests and referral continuation requests
- Assist patients in booking referrals and requesting referrals.

GCE Mission, Vision, & Values (MVV)

- Adhere, promote, and support the mission, vision, and values of GCE.
- Comply with all organizational policies.
- Positively represent GCE, Inc. in all job duties and communications with others.

Physical Requirements

This job operates in a professional office environment. This job operates in a professional office environment. The physical demands described here represent those that a team member must meet to perform the job's essential functions successfully. Flexibility related to work hours as project demands arise.

- Occasionally required to move up to 5-40 pounds.
- Must be able to remain in a stationary computer position for extended periods.
- Must be able to use hands and fingers to type.
- Must be able to reach with hands and arms for using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The mental demands, physical demands, and environmental factors described here represent those that a team member must meet to perform the job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Team Member Acknowledgement of Receipt of Job Description

I have read and understand the responsibilities and requirements of this position. My signature represents that I am able to perform all of the essential functions and physical requirements of this position.

Team Member Signature:

Date:

**HR Representative
Signature:**

Date: