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**Job Title: Front Desk Licensed Practical Nurse (LPN), West TN Wellness Center, Covington**

- Professional outpatient wellness center.
- Fast-paced environment requiring attention to detail and patient satisfaction.
- May require occasional evenings depending on clinic operations.

**Business/Location:** 877 US-51, Covington, TN

**Requirements:**

- Current Licensed Practical Nurse (LPN) license in good standing.
- Current CPR/BLS certification.
- Minimum of 1–2 years of nursing experience preferred.
- Previous experience in a wellness clinic, primary care, medical spa, or outpatient setting preferred.
- Knowledge of electronic medical records (EMR) systems.
- Excellent communication and customer service skills.
- Strong organizational and multitasking abilities.
- Ability to work independently and as part of a team.

**Responsibilities include but are not limited to:**

The Front Desk LPN serves as the first point of contact for patients while providing both administrative and clinical support in a wellness center. This role ensures a positive patient experience by coordinating appointments, managing patient records, assisting with treatments, and maintaining efficient front office operations. The ideal candidate is compassionate, organized, and committed to delivering exceptional customer service and patient care.

This position combines the responsibilities of a welcoming front office representative with the clinical expertise of a licensed nurse, helping ensure patients receive efficient, high-quality care from check-in through treatment and follow-up.

### **Front Desk Responsibilities**

- Greet patients and visitors in a professional, friendly manner.
- Schedule, confirm, and manage patient appointments.
- Answer incoming phone calls and respond to patient inquiries.
- Register new patients
- Collect payments and process financial transactions.
- Maintain accurate electronic medical records (EMR).
- Coordinate patient flow and communicate with clinical staff regarding appointment status.
- Maintain confidentiality in accordance with HIPAA regulations.

### **Clinical Responsibilities**

- Obtain and document patient vital signs, medical histories, and medication lists.
- Prepare patients for provider evaluations and wellness treatments.
- Administer medications and injections
- Assist providers with examinations and procedures.
- Provide patient education regarding wellness programs, medications, and treatment plans.
- Monitor patients during and after treatments and report any concerns to the provider.
- Maintain clinical supplies and ensure examination rooms are clean and stocked.

### **Physical Requirements**

- Ability to stand, walk, and sit for extended periods.
- Ability to lift up to 25 pounds.
- Manual dexterity sufficient to perform clinical procedures.
- Ability to use standard office and medical equipment.

**Contact Information:** Chris or Dawn Hurt at (901) 313-9341 or email [info@westtnwellness.com](mailto:info@westtnwellness.com)

**Send Resume to:** Please contact Chris or Dawn Hurt at (901) 313-9341 or email [info@westtnwellness.com](mailto:info@westtnwellness.com) for more information.

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Email the Career Counselor, [Carol Pham](#), or call 901-475-3105, or email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137. Check out the DSCC [Career Services](#) website.

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