

Job Description: Psychiatric Medication Nurse (Remote, Part-Time)

Position Summary: bethink is seeking a compassionate, organized, and detail-oriented Psychiatric Medication Nurse to provide remote clinical support for our psychiatric medication management team. This position serves as the primary liaison between patients and psychiatric providers, helping ensure timely communication, medication refill management, and coordination of medication-related concerns.

Position Details:

- Part-time
- Fully remote
- Flexible daytime scheduling
- No evenings, weekends, or holidays
- Competitive wage based on experience
- Paid training provided
- Opportunity for professional growth as the practice continues to expand

Position Requirements:

- LPN, RN, or higher nursing licensure is preferred but not required (license should be in state of applicant residence).
- Previous experience in psychiatry, behavioral health, primary care, family medicine, or medication management is preferred.
- Strong computer skills and the ability to learn electronic health record systems (SimplePractice experience is a plus).
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail, and the ability to prioritize multiple tasks.
- Ability to work independently while collaborating effectively with providers and staff.
- Commitment to maintaining patient confidentiality and complying with HIPAA regulations.

Essential Duties and Responsibilities:

- Serve as the primary point of contact for patients with medication-related questions and concerns.
- Act as the liaison between patients and psychiatric providers to ensure timely communication and continuity of care.
- Coordinate communication and facilitate continuity of care between the psychiatric provider, patients, families, schools, pharmacies, primary care providers, therapists, and other members of the treatment team, as appropriate.
- Triage medication concerns and communicate clinically appropriate information to providers.
- Manage medication refill requests, ensuring requests are complete, accurate, and processed promptly.
- Coordinate communication with pharmacies regarding prescriptions, refill issues, medication availability, and clarification requests.
- Assist with prior authorization follow-up and medication-related documentation as directed.

- Monitor refill queues and medication task lists to help prevent delays in patient care.
- Relay provider recommendations, medication instructions, and follow-up information to patients in a compassionate and professional manner.
- Accurately document all patient communications within the electronic health record.
- Recognize and promptly escalate urgent medication or patient safety concerns to the appropriate psychiatric provider.
- Collaborate with providers and administrative staff to support efficient medication management workflows.
- Provide outstanding customer service while maintaining professionalism in every patient interaction.

Preferred Skills:

- Excellent customer service and interpersonal communication skills.
- Strong critical thinking and sound judgment.
- Ability to remain organized and manage multiple priorities in a fast-paced environment.
- Comfortable communicating with individuals experiencing a wide range of mental health concerns.
- Professional, compassionate, dependable, and proactive.
- Self-motivated with the ability to work independently while functioning as an integral member of a collaborative team.

What We're Looking For:

We're looking for someone who enjoys helping people and takes pride in providing exceptional patient care. The ideal candidate is dependable, organized, and proactive, with excellent communication skills and a strong attention to detail. They understand that outstanding psychiatric care depends on timely communication, thoughtful coordination, and exceptional follow-through. This individual enjoys working independently while collaborating closely with providers to ensure patients receive the highest quality care.

About bethink:

bethink is a growing mental health practice serving patients at two locations in Iowa and Nebraska. Our team is committed to providing exceptional psychological and psychiatric care in a collaborative, compassionate, and patient-centered environment. We value professionalism, kindness, teamwork, and a commitment to continually improving the care we provide. As our practice continues to grow, we are excited to welcome team members who share our passion for making a meaningful difference in the lives of our patients.