

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Advanced Registered Nurse Practitioner (ARNP) or Physician Assistant (PA)
Department: Women's Health Center
Reports To: Chief Medical Officer
FLSA Status: Exempt
Prepared Date: 5/7/2021 **Revised:**
Approved By: Chief Human Resources Officer (CHRO)

SUMMARY: Provide care for OB/GYN patients of the community by establishing diagnosis and treatment of women's health services and pregnancies, promotion and disease prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following, other duties may be assigned

1. Ensure quality healthcare to patients.
 - a. Examine patient / review medical history.
 - b. Manage medical/health/ diseases.
 - c. Review / prescribe medications.
2. Order/ review additional test / labs.
 - a. Order referral for patients requiring services.
 - b. Order tests (labs, x-rays, MRI, etc.) review results in a timely manner.
 - c. Review patient tasks for refills, care questions.
3. Educate patient.
 - a. Advise patient of the importance of participating in their health care.
 - b. Review and advises patient with questions/ concerns.
 - c. Educate patients to illness/disease verbally or with printed materials.
4. After hour services.
 - a. Participate in rotation of on –call assistance.
 - b. Advise patients of appropriate after hour care.
5. Manage daily/ weekly schedule
 - a. Document in electronic Health Record (EHR) all patients' encounters daily.
 - b. Enter charges at time of service for billing.
 - c. Review and address tasks daily.
 - d. Prioritize to achieve maximum productivity.
6. Ensure patient confidentiality and EMR security at all times.
 - a. Maintain patient information within HIPAA.
7. Keep other care team members informed when situations occur that disrupts timely patient flow through site.
8. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA).

SUPERVISORY RESPONSIBILITIES: None

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

4. Master's degree from an accredited Nursing or Physician Assistant program
5. Current Florida NP certification and RN license OR Florida PA license

6. Current Basic Life Support (BLS) certification.

COMMUNICATIONS SKILLS:

- 1. Exceptional Customer Service skills.
- 2. Ability to communicate effectively, verbally and in writing.
- 3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
- 2. Ability to sit for long periods of time.
- 3. Ability to travel between all Women’s Health locations.
- 4. Direct exposure to computer screen.
- 5. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR’S SIGNATURE

DATE