

Job Title: Physician Assistant
Department: Clinical
Reports To: Practice Administrator

Job Overview:

Physician Assistants are an integral part of the treating physician's practice. Their purpose is to assist the physician in obtaining medical histories, manage treatment plans, prescribe medications, counsel on preventative care, oversee their patient schedules, assist in surgeries, perform procedures, make rounds in hospitals, take call and be the physician's advocate in dealing with both the patients, hospital and clinical staff.

Responsibilities and Duties:

- Interview, examine and provide medical services at the Office to patients of Employer
- Consult with supervising physician and other medical staff and physicians as reasonably necessary
- Initiate appropriate imaging and testing required for patient and evaluation of treatment
- Keep and maintain, or cause to be kept and maintained, appropriate records, reports, claims and correspondence necessary and appropriate in connection with all professional services rendered by Employee under this agreement, including, but not limited to, information on the medical services provided and financial information generated therefrom, all in accordance with Employer's policies and protocols regarding medical records, claims preparation and utilization management.
- Provide follow-up and health maintenance care to patients as indicated by training and experience and as directed by supervising physician, including, but not limited to, suturing, injections, surgical assistance, ultrasounds, cast applications and removal.
- Communicate effectively with patients concerning health-related questions
- Arrange for ongoing patient review and manage patient concerns in consultation with supervising physician according to Employer protocols
- Participate in utilization management, quality improvement, risk management, and other patient care management programs established by Employer, or carried on for third party payors by Employer
- Perform all other duties assigned by supervising physician or Employer

Qualifications:

- Graduate from an ARC-PA accredited physician assistant program
- State License
- BLS certification
- National Provider Identifier (NPI)
- Continuing education is required to maintain certification. Must complete 100 hours of continuing education every 2 years and a recertification exam is required every 10 years

Communication and Cognitive Skills:

- Ability to hear and comprehend verbal instructions and information
- Ability to speak clearly and communicate instructions and information to patients and staff
- Good organization skills
- Ability to manage multiple tasks in a busy clinical environment
- Exceptional customer service skills
- Above average oral and written communication skills
- Demonstrated ability to work independently
- Ability to effectively communicate and work with physicians, residents, nurses, patients, families, staff and other healthcare professionals and management
- Ability to work with and maintain confidentiality of patient, patient account and personal data
- The ability to work as a team member

Working Conditions:

- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment
- Will include clinical hours in the office seeing a high volume of patients plus surgical hours in the operating room
- Will work with bloods-borne pathogens and will require OSHA training



Physical Requirements:

- 8 + hours a day, Monday through Friday
- Moderate physical activity
- Requires handling of average weight objects up to 25 lbs., occasionally lifting or moving of patients and objects weighing up to 100 pounds

This job description is not designed to be a complete inventory of the job duties, responsibilities and qualifications. It's designed to give the general nature and level of work to be performed by employees assigned to this position.

My signature indicates that I received a copy of the job description and understand the general nature of the job duties and responsibilities that come with this position at Plano Orthopedic.

Employee Signature

___/___/___
Signature Date

___/___/___
Date of Hire