

Position Title Nurse Practitioner/Physician Assistant
Department(s) Clinical Services
Supervisor's Title Clinic Manager

Job Summary

The Nurse Practitioner/Physician Assistant provides general medical care, treatment, consultations and follow up discussions with patients in an outpatient vein and vascular clinic setting. This person will operate under the direction of a physician and independently perform physical examinations and preventive health measures within clinical scope of practice guidelines and direction of the physician. The NP/PA will also order, interpret, and evaluate diagnostic and laboratory tests to identify and assess patient's clinical needs and order procedures and/or further diagnostic testing as needed.

Responsibilities

- ❖ Orchestrate incredible patient care experiences from first connection through the last follow-up
- ❖ Record physical examination findings and formulate plans based on patients' conditions
- ❖ Discuss cases with physician and other health professionals to prepare comprehensive patient care plan
- ❖ Submit healthcare plans and goals of individual patients for periodic review and evaluation by physician
- ❖ Prescribe or recommend medications or other forms of treatment such as physical therapy, lymphedema therapy, and venous procedures, and lab work.
- ❖ Refer patients to primary care or additional specialists for consultation outside of our specialty area.
- ❖ Perform phlebology procedures within standard scope of practice.
- ❖ Participate in marketing campaigns and initiatives as designed by the marketing team including marketing visits, marketing events, and lunch/learns.
- ❖ Take pride in the local community and maintain referring physician relationships.
- ❖ Other duties as assigned by the physician within the provider's scope of practice.

Knowledge, Skills, and Attributes:

- ❖ 4 years' experience in family practice/internal medicine setting as a Nurse Practitioner or Physician Assistant
 - ❖ Masters' Degree required
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- ❖ Graduate of a formal accredited NP or PA education program required
- ❖ Licensed as an NP or PA within the state of Colorado with no infractions
- ❖ Prescriptive Authority in the state of Colorado
- ❖ Valid AHA CPR preferred
- ❖ Vein and Vascular experience preferred
- ❖ Ability to travel 5-10% for coverage purposes
- ❖ Strong leadership skills
- ❖ Ability and desire to provide patient-oriented healthcare and great customer service
- ❖ Organizational and Time Management skills
- ❖ Understanding of medical billing and collection processes
- ❖ Excellent verbal, written, and interpersonal communication skills
- ❖ Ability to interact with physicians, other healthcare professionals, professional members in the community, and knowledge of clinical and administrative patient care protocols.
- ❖ Knowledge of healthcare compliance laws, rules and regulations, including HIPAA and Billing protocols.
- ❖ Strong computer and office applications/software skills
- ❖ Experience with Electronic Medical Records and ability to document patient visits in a timely and accurate manner.
- ❖ Participation in Continuing Education activities as required to maintain knowledge and skills of practice as well as licensure.

Physical Demands or Abilities Required

- ❖ Ability to lift up to 50 pounds, occasionally carry boxes up stairs
- ❖ Must be in good physical health and able to pass a mandatory drug use test.
- ❖ Must be team player and willing to wear many hats if asked.
- ❖ Must be able to travel within the state of Colorado occasionally.
- ❖ Must be willing to cross-cover in clinics as needed (training provided)
- ❖ Must be willing to occasionally stay late or come in early, participate in occasional evening or weekend outreach and/or team building events.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status (exempt/non)	
Last revised	

