

[practice name] JOB DESCRIPTION

JOB TITLE: Practice Manager

FLSA STATUS: Exempt

SUMMARY OF DUTIES: Provides hands-on leadership of all aspects of patient relations, staffing, nursing, insurance, and billing activities to ensure their successful management.

EDUCATION: High School diploma or GED required. Completion of college business courses highly desirable.

EXPERIENCE: Strongly prefer two years experience as a medical Practice Manager. Appropriate education may be substituted for one year of experience. Will consider other combinations of work experience and settings.

JOB RELATIONSHIPS: Supervises all staff. Reports directly to Physician(s) and DoctorsManagement Consultant.

WORKING CONDITIONS: Works in a fast paced, well lit, comfort controlled medical office. Interaction with physicians, staff, public, etc. may be constant and interruptive. High traffic area in a close work environment. Work may be stressful. Occasional evening or weekend work. Potential exposure to communicable diseases, toxic substances, and other conditions common to a clinic environment.

PHYSICAL DEMANDS: Requires perseverance and sustained energy level. Work may require sitting, standing, and/or walking for long periods of time; also stooping, bending, and stretching. May view computer screens for long periods of time. Occasional moving items. Ability to type 40 wpm, and operate a keyboard, calculator, telephone, copier, fax, and other office equipment as necessary. Ability to establish and maintain effective working relationships with physicians, patients, employees, and public. Always presents a professional image. Possess the ability to respond to telephone/paging contacts.

PERFORMANCE REQUIREMENTS: Knowledge of the principles and practices of health planning and clinic management sufficient to manage, direct, and coordinate the operation of a medical practice. Knowledge of the purposes, organization, and policies of the community's health systems sufficient to interact with other healthcare providers. Knowledge of the principles and practices of employee development sufficient to ensure organization productivity. Knowledge of computer programs and applications. Ability to exercise a high degree of initiative, judgement, discretion, and decision-making to achieve organizational objectives. Skill in analyzing situations accurately and taking effective actions. Skill in establishing and maintaining effective working relationships with physicians, employees, third party payers,

HR/DoctorsManagement

[date]

[practice name] JOB DESCRIPTION

JOB TITLE: Medical Assistant

FLSA STATUS: Non-Exempt

STATEMENT OF DUTIES: Assists in the delivery of primary health care and patient management.

EDUCATION: High School diploma or GED required. Completion of medical assistant classes/certification, or medical terminology course desirable.

EXPERIENCE: Highly prefer one year of work experience as a medical assistant. Appropriate education or certification may be substituted for experience. Will consider other combinations of work experience and settings.

JOB RELATIONS: Supervises no other personnel. Reports directly to Practice Manager.

WORKING CONDITIONS: Works in a fast-paced, well-lit, comfort controlled medical office. High traffic area. Work may be stressful. Interaction with others may be constant and interruptive. Occasional irregular hours. Frequent exposure to communicable disease, toxic substances, medical preparations, and other conditions common to a clinic environment.

PHYSICAL DEMANDS: Requires full range of body motion including handling and moving patients, manual and finger dexterity, and eye-hand coordination. Involves substantial standing and walking. Possess the ability to respond to telephone/paging contacts.

PERFORMANCE REQUIREMENTS: Ability and knowledge to perform medical assistant care. Knowledge of examination, diagnostic, and treatment room procedures. Knowledge of medical equipment and instruments to administer patient care. Ability to react calmly and effectively in emergency situations. Ability to interpret, adapt, and apply guidelines and procedures. Knowledge of common safety hazards and precautions to establish a safe work environment. Skill in assisting in a variety of treatments and medications as directed. Skill in taking vital signs. Skill in maintaining records and recording test results. Skill in developing and maintaining department quality assurance. Skill in establishing and maintaining effective working relationships with physicians, patients, employees, and the public. Possess good written and verbal communication skills. Always presents a professional image. Ability to do detailed and accurate work. Utilize time management skills. Answer telephone in a professional manner. Read, understand, and follow oral and written instruction. Recognize, evaluate, solve problems, and correct errors. Maintain productivity and work independently.

[practice name] JOB DESCRIPTION

JOB TITLE: Nurse Practitioner

FLSA STATUS: Exempt

GENERAL STATEMENT OF DUTIES: Provides primary care to pediatric patients. The scope of practice of primary care also revolves around health education and prevention but extends to complex problem resolution and consulting.

EDUCATION: Masters level prepared registered nurse (MSN).

EXPERIENCE: Appropriate to state regulations.

CERTIFICATION: Certified by a national credentialing exam to practice a particular specialty.

JOB RELATIONSHIPS: Provides patient care in collaboration or conjointly with a physician with mutually agreed upon protocols. Maintains authority over office staff as appropriate. Supervises no other personnel.

WORKING CONDITIONS: Works in a fast paced, well lit, and comfort controlled medical office environment. High traffic area in a close environment. Interaction with others may be constant and interruptive. Frequent exposure to communicable diseases, toxic substances, medical preparations, and other conditions common to a clinic environment. Requires working under stress in emergency situations and/or during irregular hours.

PHYSICAL DEMANDS: Requires ability to handle and move patients. Good manual and finger dexterity and eye-hand coordination. Requires standing and walking for prolonged periods of time. Possess the ability to respond to telephone/paging contacts.

PERFORMANCE REQUIREMENTS: Ability and knowledge to perform professional primary care appropriate to nurse practitioner level. Knowledge of administrative policies, regulations, and procedures to administer patient care. Knowledge of medical equipment and instruments to administer patient care. Skill in applying and modifying the principles, methods, and techniques of primary care to provide ongoing patient care. Skill in taking medical history, assessing medical condition, and interpreting findings. Knowledge of common safety hazards and precautions to establish a safe work environment. Ability to react calmly and effectively in emergency situations. Skill in preparing and maintaining records, writing reports, and responding to correspondence. Skill in developing and maintaining administrative and patient care quality assurance. Skill in establishing and maintaining effective working relationships with patients, employees, medical staff, and public. Ability to interpret, adapt, and apply guidelines