JOB TITLE: Physician Assistant

CLASSIFICATION: Exempt

REPORTS TO: CMO

JOB SUMMARY: The Physician Assistant is assigned to provide primary care services to a full spectrum of patients from infant to elderly, within the scope of his/her training and abilities, including health screening, health promotion, illness/disability prevention, acute illness care and care of the stable chronically ill. The Physician Assistant is responsible for developing a collaborative relationship with the supervising physician. He/she is also capable of providing defined procedures for which they have been appropriately trained, such as the removal of foreign bodies, suture, repair of lacerations, and limited biopsies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet all specific requirements and performs duties as outlined in individual contracts and amendments.
- Performs physical examinations and maintains records appropriately.
- Performs physical assessments, recognizing the range of normal and managing the cessation of abnormalities and initiation of treatments.
- Orders diagnostic testing as needed, including x-rays, lab work, screening exams, and other specialized testing as needed and is responsible for notification to the patient of test results and arranging appropriate follow-up testing or consultation when necessary.
- Develops patient history and assess risk factors, including hypertension, diabetes, smoking, substance and alcohol abuse, and other medical, physiological, and psychological conditions.
- Includes patient and family members in plan of care, provides educational counseling and advocacy about health related issues.
- Promotes and participates in community health education and outreach programs.
- Collaborates with physicians, nurses, Nurse Practitioners, and other providers in the group practice and community.
- Consults with physician on case load development and more complicated physical problems.
- Assists in ongoing record review and performance improvement studies.
- Participates in health center quality assurance program and follows its developed protocols and guidelines.
- Practices universal precautions and adheres to OSHA and workplace safety guidelines.
- Completes all charting and medical record documentation including: progress notes, problems lists, medication lists, allergy documentations, dictations, completion of insurance forms, and quality assurance documentation, in a timely manner.
- Assists in the development and implementation of the health center's health care plan.

- Observes patient confidentiality, and obtains appropriate release of information when necessary. Adheres to HIPAA requirements.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that the employee must meet to perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities. This position requires frequent sitting, standing, occasional bending, stooping, and lifting. It also requires arm and finger movements on a computer keyboard. May occasionally need to lift light office equipment, medical equipment and/or reams of paper that usually do not exceed twenty-five (25) pounds.

HOURS OF WORK: Established with supervisor

REQUIREMENTS:

EDUCATION: Completion of a physician assistant education, bachelors or masters degree. Must be eligible and complete Michigan Licensure.

OTHER REQUIREMENTS:

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
East Jordan Family Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, East Jordan Family Health Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

East Jordan Family Health Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of East Jordan Family Health Center's employees to perform their job duties may result in discipline up to and including discharge.

SIGNATURE_____DATE_____

BOARD APPROVED DATE: 9/1/16