**Job Summary:** In order to ensure efficient, quality health care services, the Physician Assistant (PA) or Nurse Practitioner (NP) directs patient care outside the availability of primary care.

**Responsibilities**

* Assists Physician with patients care and treatment needs.
* Updates charts concerning health related patient information in EMR system.
* Participates in the development of quality improvement processes.
* Collaborates with physician to review lab and x-ray results as needed.
* Evaluates patients’ general medical problems.
* Recommends the appropriate treatment plan and follow up care services for patients.
* Arranges referrals for patients with complex health situations beyond scope of practice.
* Prescribes appropriate medications to Pharmacy for patients.
* Handles patient phone calls and responds appropriately to patients’ concerns.
* Reviews patient scheduling in advance for forthcoming appointments.

**Experience & Education Qualifications**

* Graduation from an accredited physician assistant or nursing program.
* Board certification preferred.
* License to practice medicine in the appropriate medical discipline in [state] is required.