**Job Summary:** The Nurse Practitioner/Physician Assistant is to provide primary care

medical services to the patients of the [CHC] in accordance with training, experience and licensure. Participate as a member of the medical team within the [CHC]. Function as an educational resource to patients, the [CHC], students and the Community.

**Essential Duties and Responsibilities:**

* Participate in direct patient care, which may include obstetrics, family planning,

newborn care, pediatrics and general adult care.

* Meet minimum patient care productivity requirements as may be set by the [CHC]
* to meet requirements of outside funding and/or reimbursement sources.
* Provide continuous, comprehensive and culturally sensitive health care of the

highest quality.

* Provide case management to [CHC] patients.
* Provide all necessary documentation in the medical record of care provided to

patient, including education, medications, referrals, diagnostic testing and follow-up.

* May assist in organizing and participating in special clinics such as the migrant

camp program.

* May be required to provide services at sites other than Cornelius [CHC].
* Provide day-to day supervision of support staff with respect to individual patient

management.

* Participate in case management review and discussion, i.e. OB patients, diabetics.
* Assist in implementation of plans to meet the objectives of the annual “Health
* Plan” and other goals established by the QA/QI committee and the [CHC]’s

managed care plans.

* Participate in chart audits to assess success of QA/QI program.
* Participate in medical staff, OB, QA/QI meetings and other committees within the

[CHC] established to improve patient care and the overall operation of the [CHC].

* Provide supervision of students and residents in the health care professions.
* Become part of community groups or agencies to assist the [CHC]’s integration

into the community.

* Provide assistance to the Medical or Executive Director to fulfill the work of the

[CHC].

* Perform other duties as assigned.
* Handle protected health information (PHI) in a manner consistent with the Health
* Insurance Portability and Accountability Act of 1996 (HIPAA).

**HIPAA Requirements:**

The licensed independent health care practitioners (provider) will have access to

PHI in the course of carrying out his/her duties. The provider uses the PHI for

treatment purposes and quality assurance operations. Applying the minimum

necessary standard of HIPAA, the designated records sets to which this employee

will have access include: the demographic and scheduling information in the

practice management system, and the full medical record.

**Knowledge, Skills and Abilities Required:**

* Bilingual Spanish/English preferred; willingness to become sufficiently competent in Spanish to provide medical care.
* Strong commitment to working with patients and staff from a wide range of ethnic, economic, cultural and social backgrounds.

**Education and Experience Required:**

* Completion of a family nurse practitioner or physician assistant training program approved by the [State].
* Licensure by the [State] by the Board of Nursing or the Board of Medical Examiners.