

JOB DESCRIPTION

Physician Assistant/ Nurse Practitioner

Report to: Dr. Monto
Department: Orthopedics
Hours M-F 8:30 to 4:30pm (as needed - see below)

Job Summary

Under the supervision of Dr. Monto and in accordance with state law, performs a variety of diagnostic, therapeutic and administrative duties for patients. Dr. Monto is responsible for the clinical evaluation of the Physician Assistant.

Essential Job duties and Responsibilities

1. Approaches patients of all ages and types of orthopedic problems to elicit histories and perform evaluations.
2. Orders, performs and/or interprets laboratory and/or diagnostic tests.
3. Performs therapeutic orthopedic procedures, including but not limited to placing and removing splints/casts, injections and blood draws.
4. Instructs and counsels patients regarding orthopedic issues.
5. Responds to life-threatening situations.
6. Facilitates the appropriate referral of patients, consistent with his/her supervising physician's scope of expertise and responsibility.
7. Can perform a complete orthopedic physical exam.
8. Serves a first contact for patients inquires regarding patient problems and questions, pre and post evaluation, and prescription refills. Fill out required forms for patients and insurance companies when required.
9. Correctly codes billing sheets with ICD-9 codes and CPT codes (diagnostic, procedural, technical and equipment codes).
10. Able to use of computer systems with proficiency and ease, to look up and retrieve all useful information on computer records to help with patient care, while observing all "pop ups" related to patient booking and billing. Open charts on EMR system prior to beginning of patient day.
11. Answers departmental telephone calls, provides routine and complex information to

patients and insurance companies in a courteous and professional manner and returns messages in an appropriate amount of time.

12. Ensures office area is kept clean and free from obstacles that might jeopardize safety of everyone in the office.

13. Regularly participates in departmental meetings, M&M's, medical staff meetings, critical care committee, hospital educational training and any required mandatory training.

14. Requires flexibility to travel between the islands of Martha's Vineyard and Nantucket, and arrange their hours to work within this time frame. Cannot be afraid to fly.

15. Maintains, protects and insures confidentiality about patients, their information, medical information and other information regarding patient care, as well as employee information, information about the hospital and ensuring no public discussion occurs regarding the same.

16. Acts as a patient advocate and ensures that policies regarding patient rights are followed.

17. Assesses environment for safety hazards and reports and any all conditions of such or dangerous situations immediately, using appropriate hospital forms and procedures.

18. Adheres to dress code, maintain personal hygiene and professional cleanliness of dress, dress in appropriate to work in an orthopedic office. Wears hospital issue name badge at all times during working hours.

19. Demonstrates to others, as well as supports the Hospital's missions and values, as well as departmental philosophy, objectives and goals.

20. Maintains and demonstrates adequate language, writing and math skills to complete required duties.

21. Participates in research studies with Dr. Monto by gathering information from patients and correlating such information.

22. Participation with surgery is not required, but preferred. Knowledge of sterile techniques is required to participate in OR setting.

Qualifications and skills required for position

Keep everything the same as with the original PA listing w/ the exception of:

1. Experience preferred, but will train right person.

2. Knowledge and proficiency with computer with windows based programs a must.
3. Do not need CPR, ACLS, PALS certifications
4. Standing required 70% of time