

JOB DESCRIPTION

Dept: Michigan Surgery Specialists, P.C.

Creation/Revision Date: 01/01/2023

Job Title: Mid-Level Provider

Job Code:

Reports To: Site Supervisor & Practice Manager

Exempt Non-Exempt

Job Relationships: Reports to Site Supervisor on clinical questions and problems; reports to the Practice Manager on HR questions and problems.

Role/Position Definition: Provides medical and surgical services according to State guidelines and under the supervision of the Attending Physician.

Qualifications/Position Requirements:

A. Education/Experience

1. Completion of an accredited Physician's Assistant or Nurse Practitioner Program required
2. Experience in an orthopedic or urgent care setting.

B. Licensure/Certification

1. Current Michigan state licensure
2. Maintains CEU's in pertinent clinical practice according to licensure requirements
3. Maintains appropriate staff privileges at area hospital(s)

C. Personal Skills

Requires constant and frequent judgment and response; occasionally in response to disasters or emergencies, actual events or drills. Requires language skills adequate for high-level interpersonal and written communication.

Work Environment:

1. Requires high-level visual and auditory acuity for timely response and patient care assessment activities.
2. Ability to move quickly in response to physician and patient needs, to stand or sit for long periods, occasional overhead and low reaching and the ability to exert force of up to 50 lbs. occasionally, up to 20 lbs. frequently and/or up to 10 lbs. constantly. Patient care activities may require the ability to exert force of up to 30 lbs. constantly, up to 40 lbs. occasionally and up to 100 lbs. rarely.

Duties & Responsibilities:

- A. Supports the philosophy, goals and objectives of the Corporation
- B. Support physicians and staff as needed
- C. Provide care to patients consistent with identified medical regimens; responsive to patient, family, and patient's insurance carrier requests
- D. Maintains and promotes professional competence through continuing education and other leaning experiences
- E. Adheres to safety policies and procedures in performing job duties and responsibilities
- F. Interacts with various age groups

- G. Performs preoperative assessment of patient and confirms completion of required documentation and authorization**
- H. Order and/or refill prescriptions only with physician's authorization**
- I. Answer department phone calls as needed**
- J. Assist fellow staff members whenever possible.**

Work Habits

Able to concentrate on the task at hand despite interruptions
 Demonstrates organization and efficiency in relation to time management
 Demonstrates ability to handle multiple tasks while maintaining quality
 Demonstrates ability to handle stressful situations while maintaining composure
 Use free time in constructive manner without prompting
 Displays a positive helpful attitude with both internal and external customers, per company policy
 Assists with maintaining an environment which ensures appropriate supplies, equipment and services necessary for function of the department, requisitions necessary items and stores items when appropriate

Human Relations

Demonstrates ability to recognize and communicate own needs
 Demonstrates ability to establish good working relationship and effective communication with other department employees, co-workers within department and physicians
 Demonstrates ability to establish good working relationship and effective communication with supervisors/management personnel
 Demonstrates ability to establish effective communication with customers and visitors
 General behavior is not a source of departmental disruption or subject of legitimate complaints from co-workers
 Demonstrates that patients/staff/customers are respected as valued customers and the primary focus of work performed
 Treats physicians as valued customers by providing requested assistance and giving/obtaining information in a timely and accurate manner, when applicable
 Community members utilizing services are treated with courtesy and respect and as a valued customer
 Courteously answers telephone calls; handles call, routes call or takes accurate messages as appropriate
 All personal interactions involve the use of a pleasant tone of voice and friendly, polite language
 Maintains confidentiality of information pertaining to patients, physicians, employees, and guests

Safety

Demonstrates safe work habits including the adherence to Standard Precautions
 Reports unsafe conditions and occurrences
 Verbalizes and participates in the proper procedures to follow for safety programs (i.e. Fire Plan, Disaster Plan, Weather Alerts, etc.)
 Demonstrates proper lifting and transfer techniques
 Participates in maintenance of clean and safe environment

Professionalism/Professional Development

Complies with attendance policy with proper notice of absences and proper arrival and departure times
 Dresses appropriately in accordance with department policies
 Name badge (if required) is worn at all times and identifies self to patients/staff and other customers
 Participates in continuing education/programs to reach/maintain professional growth needs
 Attends required departmental meetings to stay current with department changes/updates and educational opportunities
 Provides/Assists with in-service education and orientation of new staff (when applicable)
 Participates in continuous improvement and promotion of excellence in the department
 Recognizes and reports unit problems/issues, using established lines of authority
 Actively participates in committee/team assignments applicable to the department projects as requested
 Serves on special teams and committee as requested
 Follows all applicable local, state, and federal laws while adhering to the provisions of the Corporate Compliance Program
 The confidentiality of all departmental, patient/staff and peer related information is protected without exception

- I have read and agree to the duties contained in this job description. I understand that this description reflects the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements.
- I understand that I may have access to confidential information pertaining to patient, resident, physician, the hospital, other employees, other providers and institutions. I realize it is my responsibility to maintain the confidentiality of this information at all times. I understand that information can be released only under proper disclosure with proper signatures. My signature signifies that I am aware that any disclosure of unauthorized information is grounds for immediate disciplinary action up to and including termination.
- I am aware of the importance of the Corporate Compliance Program and understand the need to report variances and agree to participate in correcting variances.

Employee Signature

Date

Management Signature

Date

The employee signature indicates knowledge of the points contained in the job description and awareness of the consequences for breach in confidentiality and awareness of corporate compliance reporting requirements.