



Physician Assistant Job Description / Performance Evaluation

Job Summary: Reporting to the Board of Directors will provide compassionate and excellent patient care by performing courteous, efficient, and accurate service. Assess, plan, and provide care under the supervision of a physician. Examine and treat general as well as urgent care patients to ensure proper injury care, disease prevention, diagnosis, treatment, and recovery. Prescribe and administer medication, perform routine vaccinations, and provide advice regarding personal health. Request necessary tests and follow-up visits and refers patients to specialists as necessary. Familiar with standard concepts, practices and procedures set forth by Center Pointe Urgent Care, government agencies as well as occupational health clients.

DUTIES AND RESPONSIBILITIES:

1. Assess, plan, and treat patient needs within an urgent care setting and triage patients to differentiate between immediate and less urgent care.
2. Assess, plan, and treat patients under the supervision of a physician (when necessary).
3. Effectively manage private, pre-employment and workers comp patients.
4. Ensure proper diagnosis, handling, and recovery.
5. Order labs, tests, injections, referrals and prescribe medications.
6. Perform digital blocks, and regional anesthesia. Perform minor outpatient surgical procedures such as tendon repair, wound closure and management, incision and drainage, and needle biopsy.
7. Perform diagnostic and therapeutic procedures such as aspirations and injection of joints, bursas, and cysts. Perform closed reductions of fractures and dislocations. Apply and modify braces, casts, splints, and other orthopedic appliances.
8. Order, collect and perform appropriate laboratory and diagnostic studies, such as routine laboratory tests, EMG, electrocardiograms, and radiological examinations.
9. Consult with other physicians on medical care of patients.
10. Take patient histories and vital signs as necessary.
11. Communicate patient needs, diagnosis, and course of treatment to the patient, company, as well as other clinical staff and instruct and educate patients about discharge instructions if applicable.
12. Create an individualized plan of care based on physical, psychosocial and age specific assessments of the patient, as well as patient's input and history.
13. Delegate work appropriately to other caregivers and ensures accuracy of delegated work.
14. Maintain an adequate patient flow on-site by directing assisting clinical staff.
15. Maintain quality assurance of charts and testing.
16. Handle telephone calls about services rendered from company accounts, patients, physicians, as well as other staff.

17. Provide accurate and timely documentation to Center Pointe Urgent Care staff, insurance carriers and companies.
18. Maintain patient records for clinical use, medical records use, billing use, physicians review, etc.
19. Serve as a resource person for other clinical staff.
20. Help produce and maintain patient education instruction hand-outs.
21. Accept and assume responsibility for special projects as they arise, and all other duties assigned.

Education/Experience Requirements:

1. Successfully graduated from an accredited Physician Assistant Training Program and received and maintained certification.
2. Successful completion of clinical affiliations.
3. Must possess a current license to practice medicine in the state of IL and IL DEA license.
4. Knowledge of advanced medical terminology.
5. Knowledge of basic ER, internal medicine, generalist, occupational medicine, and family practice procedures.
6. Ability to use the necessary equipment such as the nebulizer, EKG machine, etc.

Language Skills:

- Ability to communicate in English both verbally and written.
- An exceptional communicator, orally and written.
- Excellent interpersonal skills to deal with patients and families effectively and courteously, clients, co-workers, clinical staff, and physicians.

Skills:

The following skills are required but not limited to:

Sprains	Abscesses	Minor eye injuries
Strains	Wound Care	Minor MVC's
X-rays	Joint Pain	Sport injury
Fractures	COVID-19	STD's
Minor Burns	Influenza	Bee stings, insect bites & allergic reactions
Laceration repair	Strep Throat	Asthma
Bite wounds	Urinary tract infection	Physicals