



Heritage Health Center is a non-profit, federally qualified health center (FQHC), providing primary care and behavioral health services in the Big Horn Basin.

Our clinic currently provides the full spectrum of Outpatient Medicine: Geriatrics, Adults, Women's Health and Obstetrics, and Pediatrics.

Mission: *Provide exceptional integrated care for the whole person, whole family, and the whole community.*

Vision: *To be a health care leader in the communities of the Big Horn Basin by providing access to high-quality, whole person, care for all citizens.*

We are proud of our organization and the many employees who have and will contribute to our reputation of providing excellent care to individuals regardless of their ability to pay. It is the intent of HHC to employ people who will contribute to the overall success of our organization and to have an atmosphere in which all employees demonstrate an understanding of the importance of HHC's Mission. We want you to enjoy your work here and fully realize your potential.

Position: Advanced Practitioner (NP/PA), Full Time

Reimbursement: \$80,000-120,000 depending on years of experience and internal equity.

Requirements:

- Graduation from an accredited Advanced Practitioner program: PA-C, NP-C
- Wyoming State Medical License
- BLS, ACLS, PALS certifications

POSITION DESCRIPTION

Under the general direction and supervision of the Medical Director and/or Primary Collaborating Physician, this position provides comprehensive outpatient primary and preventive health care services to patients with diverse backgrounds and disease

processes. This advanced practitioner will provide high quality patient care while working on an integrated care team.

Preference will be made for providers with experience in adult, pediatric, and/or prenatal care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide direct outpatient care.
2. Screen, examine, diagnose, manage and treat physical disease, injuries and medical disorders.
3. Order and interpret routine laboratory analysis and x-rays.
4. Recognize the systems of substance abuse and respond appropriately to patient attempts to obtain unnecessary prescriptions.
5. Recognize serious illnesses and conditions and refer to physician, or other health professional as appropriate.
6. Complete patient notes, review documentation, and maintain electronic health record adequately for patient safety and insurance companies. This should be done in a timely manner, not to exceed one week from patient appointment.
7. Provide after-hours call coverage in coordination with other Providers within call group ensuring continuity of patient care. Currently 1 in 5 weeks.
8. Coordinate with center and community providers ensuring delivery of integrated comprehensive primary care services.
9. Participate in continuous quality improvement activities.
10. Assist in development of clinical procedures.
11. Remain current with standards of outpatient primary health care practice.
12. Comply with corporation's policies and procedures.
13. Utilize personal computer.
14. Other duties as assigned by Medical Director.

QUALIFICATIONS:

1. **Education:** Masters degree in Nursing or Physician Assistant Studies or Doctorate degree in Nursing. Licensure in Wyoming as an Advanced Nurse Practitioner or Physician Assistant-Certified; Advanced Nurse Practitioner board certification in family medicine required. Current DEA and certification in BLS.
2. **Experience:** delivering services to medically underserved populations and cultural competency. Proficiency with Electronic Health Record is required.
3. **Other Skills Needed:** Possess considerable knowledge of methods of general medicine and primary health care, methods of diagnosing, managing and treating medical disorders, as well as the systems of more serious illnesses or conditions,

appropriate laboratory tests and drug and/or physical therapies involved, and of the problems and dynamics in treating medically underserved populations. Ability to work as successful primary health care team. Computer skills; proficiency with Electronic Health Records. Excellent oral and written communication skills. Ability to organize and prioritize tasks. Ability to work under pressure and meet deadlines.

PHYSICAL REQUIREMENTS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions using various office equipment including (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All Heritage Health Center facilities are tobacco-free.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

HOURS OF WORK/ATTENDANCE REQUIREMENTS

TBD- But work in all health center locations will be required.

TRAVEL

Some overnight travel may be required for CME.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk: (Check the appropriate category)

- X Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- **Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- **Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date