

Job Title: Physician Assistant (PA-C)

Date Created: 4/22/2016

Reports To: CEO/Executive Director

Last Revision:

Department: Administration

FLSA: Non-Exempt

**GENERAL SUMMARY OF DUTIES:** Provides evaluation and treatment for non-surgical and surgical patients under the direction and supervision of the physician while providing outstanding patient care and customer service.

#### ESSENTIAL FUNCTIONS

- Partner with our physicians to provide un-matched patient care during office appointments
- Assess patients and provide evaluations
- Ordering diagnostic tests such as x-ray, CT scans, MRI scans, and EMG (electromyography) tests
- Establish the diagnosis and develop/implement patient treatment plan, and continue with continuity of care
- Counsel patients regarding the diagnosis, prevention, and treatment plan
- Perform procedures including muscle/tendon/joint injections
- Prescribe medications orthotics, physical therapy, procedures, and other pertinent treatments
- Dictation of notes for every patient seen

#### EDUCATION

Graduate of an AMA accredited program and Physician Assistant experience in a relevant clinical area required (e.g. orthopedic surgery, sports medicine, physical medicine and rehabilitation) or equivalent combination of education and experience.

#### EXPERIENCE

- Orthopedics and Spine experience preferred

#### LICENSE/CERTIFICATION

Certification by the National Commission of Physician Assistants, Licensure by the Commonwealth of Pennsylvania. Certified to perform Basic Life Support and Advance Cardiac Life Support.

ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office setting with some travel between offices. May be stressful at times due to multiple projects and priorities. May deal with angry or upset patients.

PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, and sitting. Employee must possess visuals and auditory acuity in order to communicate with physicians, co-workers, patients and outside customers.

\_\_\_\_\_  
Employee Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date