ASSOCIATES IN NEPHROLOGY, S.C.

Nurse Practitioner

Job Description Form

Division/Department: Clinic		
Reporting Relationships	**Reports to:** Physician/Clinical Operations Director	**Direct Reports:**
Level/Grade	**Type of Position** ☒ **Full-time** ☐ **Part-time** ☐ **Contractor** ☐ **Intern**	**Hours _____/week** ☐ **Exempt** ☒ **Non-Exempt**

General Summary

Performs a variety of patient care duties to ensure the delivery of high-quality patient care.

Essential Duties and Responsibilities

- Provides friendly patient care to those seeking renal health related services.
- Performs medical assessment, treatment, management and follow up of clinic patients.
- Checks on nephrologist patients and rounds providing continuity of care throughout the day
- Assist patients in and out of patient care areas by verifying patient's name and birth date; taking vitals; reviewing patient history for completeness, and assessing patient's physiological, psychosocial, pain, and nutritional status and verifying allergies.
- Communicates/documents patient pre-operative status relevant to health care team: Verbal reports, and patient records.
- Provides equipment and supplies in an organized and timely manner.
- Provides instruction to patient prior to discharge, gives patient and family verbal and written instructions on post-operative care and reviews surgical charts for completeness, legibility, and correctness.
- Obtains lab results, imaging, etc. from PCP offices and hospitals and prior authorization for medications, imaging, procedures, etc. Scan/enter into patient's medical records into EMR.
- Other duties as assigned.

Experience and Education

- 3 years' experience as Nurse Practitioner
- Must have a master's in nursing and an APRN License.

Technical Requirements	
ASSOCIATES IN NEPHROLOGY, S.C.	Associate is required to be proficient in the use of Microsoft Outlook, Word, and Excel.

Physical Requirements

- Ability to express the nature of sounds with no less than a 40dB loss @ 500 HZ., 1,000Hz., and 2,000 Hz. with or without correction
- Ability to be subject to substantial repetitive motion of the body or its parts
- Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly move objects

Work Environment

Normal office environment with little or no exposure to adverse environmental conditions.

Minimal Training Requirements

Annual Training

- HIPAA
- Sexual Harassment
- Bystander Intervention

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signature:	
Approved by Date:	