



**Healthcare Associates in Medicine,
A Division of Orlin & Cohen Medical Specialists Group**

<u>Job Title:</u>	Physician Assistant	<u>Department:</u>	Neuroscience/Pain Management
<u>FLSA Status:</u>	Exempt	<u>Reports to:</u>	Director of Clinical Services

About the Job:

Staten Island, NY – Healthcare Associates in Medicine a Division of Orlin & Cohen, is seeking a Physician Assistant to join their practice. The ideal candidate will offer professional patient care in the office, ambulatory surgical setting, extended care facilities and hospital setting as required. Our Neuroscience department offers treatment for complex brain aneurysms and tumors to complex or simple back pain, our physicians have the experience and understanding to provide patients with the care they deserve. For spinal and nerve problems and degenerative diseases to treatments for adults and children with headaches, seizures and memory function problems and chronic pain, as well as ADD and the Autistic Spectrum Syndrome.

COVID Vaccine Requirement

Educational Requirements:

- Physician Assistant Degree required.
- Current NY State licensure maintained.
- Evidence of Continuing Medical Education.
- Training in neurosurgical care, orthopedics or pain management.

Qualifications and Experience:

- At least two years of experience in a physician office or hospital.
- Ability to make independent decisions about patient care.
- Experience assisting physicians in office procedures and surgeries (as needed in out-patient facilities or hospitals).
- Experience diagnosing and treating patients.
- Familiar with the regulations and requirements for OSHA, CLIA and HIPAA and aware of the compliance requirements as enacted by Federal, State and local jurisdictions.
- Demonstrate skill in fully documenting clinical activities.
- Knowledge of managed care basics, and experience working with a managed care and Medicare population.
- Working knowledge of using email and electronic medical records.
- Pleasant speaking voice and demeanor.
- Good communication skills.
- Neat, professional appearance.

Responsibilities include, but are not limited to, the following:

Office and Patient Care:

- Reviews lab results, x-rays, and MRI/CT results prior to entering patient exam room.
- Takes patient history, and records the information in the patient's chart.



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- Confers with physicians about new patient findings and potential diagnosis and treatment before they see each patient.
- Obtains needed equipment for exam room procedures.
- Administers therapeutic injections and performs minor procedures as needed.
- Reviews pre-operative instructions and explains the surgical process to patients who are about to have surgery.
- Provides diagnosis and treatment services to established patients and postoperative patients.
- Develops own practice and coordinates appointment scheduling templates with the coordinating Directors.
- Prescribes medications, treatments, and immunizations in accordance with physician protocols.
- Formulates and updates patient care plans; consults with physicians as needed.
- Orders pre-operative tests, CT scans, and MRIs.
- Performs patient education duties; shows surgical videos, hands out brochures, and directs patients HCA website or to specific Internet sites for more information.
- Completes necessary forms and other documents involving the care and treatment of patients.

Ambulatory Surgery Center and Hospital Responsibilities (as applicable):

- Assists surgeon in the operating room as required.
- Adheres to chart documentation requirements as outlined by facility guidelines.
- Provides assistance as requested to the Physician.

Telephone and Administrative:

- Returns patient phone messages at designated times throughout the day; documents action taken in electronic record.
- Triage incoming telephone calls; instructs patient and family regarding treatment instruction, then dictates and documents action taken in patient chart.
- Review prescription refills and completes requests electronically.
- Participates in insurance plan / patient service appeals as deemed appropriate.

Other:

- Participates in professional development activities and maintains professional affiliations.
- Conducts educational seminars for patients, employees, and others.
- Maintains patient confidentiality; complies with HIPAA and compliance guidelines established by the practice.
- Attends annual CPR, OSHA, HIPAA and other training programs as directed.
- Attends all regular meetings when invited.
- Performs other activities as may be directed by Physicians and Executive Administration.

Job Type: Full-time

Pay: \$90,000.00 - \$140,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Referral program



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- Tuition reimbursement
- Vision insurance

Schedule:

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Weekend availability

Experience:

- EMR systems: 1 year (Preferred)

License/Certification:

- Certified Nurse Practitioner (Preferred)
- PA-C (Preferred)
- Physician Assistant License (Preferred)

Work Location: One location

Equal Opportunity Employer