

Job Description – RN - Ridge Mills Medical Center – 10/18/16

Ridge Mills Medical Center is a primary care practice dedicated to quality medical care with an emphasis on disease prevention, particularly in cardiology.

This is a full time position, Monday – Friday 8:30-4:30 with 1 hour for lunch if clinical duties allow.

Pre-requisites

- Education-RN
- Licensure-Current, valid New York State License
- BLS
- Hepatitis B Series or titer indicating immunity or letter from your primary care physician stating that you are a non - responder

Job Duties and Responsibilities:

Ability to use EHR (Electronic Health Records) and general computer literacy.

Ability to adapt to changing government and insurance company dictates, keep a calm head when crises arise and a good sense of humor will help us all do our jobs and help our patients which is our ultimate goal.

- Maintain patient confidentiality at all times. This includes keeping computer passwords secure, only using secure communication methods for transmitting patient information, not removing sensitive patient information from the office, following HIPAA guidelines regarding disclosure of patient health information.
- Review patient charts for the next day. Ensure labs/xrays/echocardiograms/holter monitors ordered at previous visit have been done and results in the chart, filed in the appropriate section, most recent on top or in the electronic health record. If all tests on the lab requisition form are in the chart the requisition can be shredded. If test(s) have not been done or the results are still pending note this for the provider.
- Review patient list for the upcoming session. Note any pre-ops which may require special preparation (ie EKG before provider sees the patient).
- Call patients from waiting room promptly. Enter date and type of visit (new patient, follow up, urgent care) in the paper chart. Check weight, height, temperature, blood pressure, pulse, respiratory rate, (Oxygen saturation if appropriate) and record in the electronic health record. Enter CC (Chief complaint) reason for visit. For many patients

this is "Follow up of chronic problems" but they may also have a specific concern or symptoms they want to discuss with their provider. Use the patient's own words and enter duration of symptom(s). Go over list of medications and allergies and note any changes or over the counter medications the patient is taking. <SHOULD BE ABLE TO DO THIS DIRECTLY ON THE COMPUTER>

- Ask about smoking at every visit and document under "Social History" section of the EHR and "Social" field of the "PMH" section of the EHR if any changes.
- For New Patients ascertain who was their previous Previous Primary Care Provider and ask them to sign a records release if they have not already done so.
- perform 12 lead EKG's when required as directed by provider.
- Holter Monitor attach leads, ensure machine has fully charged batteries, patient education, download data for provider to interpret, clean monitor and ensure ready for next use.
- Injections IM (vitamin B 12) or intradermal (PPD) with appropriate documentation in chart and appropriate follow up instructions to patient.
- Complete blood test forms, xray forms, prior authorization forms as appropriate with accurate ICD-10 codes
- Complete requests for referral to other doctors.
- Document all telephone calls from patients, relatives, carers, other providers and agencies in CCM (Chronic Care Management encounter) and notify provider in a timely manner if clinically urgent.
- Document all prescription requests including patient's preferred pharmacy, dose and quantity of medication and authorize refill electronically if appropriate.
- Notify patients of INR results/changes in warfarin/coumadin dosage and record in the EHR.
- Assist other nurses with clinical duties as needed
- Assist front office staff with administrative duties as needed including checking patients in and out, making and/or cancelling appointments, photocopying, faxing, calling patients to remind them of upcoming appointments, preparing chart documentation for chart reviews.
- Request hospital bed for direct admissions. Call Amcare or 911 as appropriate if ambulance is needed to transport a patient to the hospital. Fax doctor's orders to floor. Update patient medication after discharge from the hospital and document on the EHR.

- Schedule appointments for ambulatory surgery procedures such as Iron Infusions or Bisphosphonate or Prolia Injections
- Blood pressure checks
- Ear Irrigation for impacted cerumen
- Check provider's plan at end of patient visit and provide patient education materials as appropriate ie diet, exercise, medication samples, copay cards, PIN for Patient Fusion-patient access to EHR
- urine dipstick
- documentation of nurse visits for bp checks, flu shots, b12 injections, ear syringe, etc
- Follow universal precautions for handling patient specimens/collecting specimens.

Three month period of mutual assessment after which determination of continued employment, vacation time, etc to be made.