

JOB TITLE: Nurse Practitioner	JOB CODE: REQ:106
FLSA STATUS Full Time	UNIT/DEPARTMENT Brookshire Family Practice Clinic
REPORTS TO: Practice Administrator/Chief Medical Officer	Oversight Process: Quality Patient Care

Position Summary:

The Nurse Practitioner is a primary medical care provider for patients of all ages to include newborns to adults. Common duties include diagnosing diseases and illnesses, providing preventative care, patient education, updating and maintaining patient records. Must complete assigned medical services, knowledgeable in systems improvement and can facilitate a culture of quality patient services. To provide primary health care services consistent with the philosophy of Brookshire Family Practice.

Under the general supervision of Brookshire Family Practice Management team in accordance with standardized procedures, the Nurse Practitioner is responsible for providing primary care to ambulatory patients through regular health assessments, the management of common acute and chronic stable conditions. Must obtain a health history and perform a physical assessment, identifies problems, and formulates plans that include treatment, health education and counseling. Collaborates with other health care professionals in assessing, managing healthcare problems and maintaining continuity of care.

Essential Duties:

- Instructs/counsels' patients; explains treatments and medications; Promotes emotional and physical health and wellness
- Obtains /studies medical histories, documents patient and clinic records
- Responsible for submission, administering and orders diagnostic tests; interpret results, make diagnoses and other treatments
- Assist with patient triage, checking vitals, etc.
- Responsible for overall patient care, patient flow, and managing medical records
- Must see a minimum of 25 patients per day
- Daily Prescription management to include prior authorizations when necessary
- Completion of external patient questionnaires/forms
- Ensure a smooth daily operation in clinical settings
- Adhere to office policies and procedures for efficiency and regulatory compliance.
- Ensure compliance with HIPAA and other healthcare regulations.
- Positive relationship management with vendors, clinical and operations team and patients.
- Collaborate with the clinical team to ensure an efficient scheduling process.
- Address patient inquiries, concerns, and complaints in a professional and timely manner during clinic visits and when required via emails, phone calls, etc.

- Ensure financial efficiency to include EHR documentation, encounter visit closures with 24 hours of date of service and selection of healthcare billing codes.
- Compliance & Regulatory: ensure the practice complies with healthcare regulations and compliance
- Coordinate license renewal, certifications and accreditation
- Collaborate with Practice Administrator & Chief Medical Officer to implement infection control and safety protocols in clinic setting
- Efficiently and successfully manage the practice's Electronic Health Records (EHR) system, ensuring it meets the needs to care for all patients. Coordinate clinic and operations team to troubleshoot and updates.
- Participate in practice meetings
- Function as a Supervising Physician
- Collaborate on marketing effectiveness and report on key metrics to adjust strategies as needed

Required Qualifications:

- Current, valid State of Texas RN & APRN licenses & unrestricted DEA
- Certifications: CPR & BLCS
- FMCSA (DOT)
- Minimum of 3-5 years of experience in family medicine or primary care medical office
- In-depth knowledge of anatomy, biology, chemistry, physics and the standards of care for illnesses and diseases
- Analytical and problem-solving skills to diagnose conditions and develop treatment plans
- Observational skills to notice signs of illness and disease that patients may not report
- Verbal communication and active listening skills to gather information, field questions and explain treatments
- Interpersonal skills to foster trust in patients and set people of all ages at ease
- Organizational and time management skills to stay on schedule and maintain patient records
- Computer skills for using spreadsheets, email, patient records management, word processing and other required software
- Familiarity with laws and regulations related to infection control and patient safety and privacy protection
- This role requires strong multitasking abilities, leadership skills, and flexibility to manage diverse tasks and settings.
- Technical expertise to navigate via EHR, email management, internal & external software
- Occasional evening hours may be necessary depending on the needs of the practice
- Strong knowledge of medical office procedures, billing, and healthcare regulations
- Advanced medication knowledge, prescribing medications and processing prescription refills, including controlled substances (Schedules 1-5)
- Excellent Prescription Management
- Proficiency in Electronic Health Records (EHR) systems and practice management software
- Excellent leadership, communication, and organizational skills.
- Ability to manage multiple priorities in a dynamic environment
- Familiarity with healthcare billing codes

Medical Specialty

- Primary Care/ Family Medicine

Work Schedule:

- 8-hour shift; 8am – 5pm
- Monday to Thursday
- Some evening and weekend work may be required

Ability to Commute:

- Brookshire, TX 77423 (Required)

Work Location: In Person