

Healthy Wings, LLC



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EXHIBIT A - DESCRIPTION OF SERVICES FOR: XX

Job Title: Nurse Practitioner Specialty: XX NP Across the Life Span	Classification: Independent Contractor Part-Time: Min. 9 Days per Month	Department: Operations
Date of Hire: XXX	Projected Contract End Date: XXXXX	Reports To: Practice Manager

MINIMUM QUALIFICATIONS:

Formal Education:

Successful completion of a Nurse Practitioner Master's Degree in a nursing program in the applicant's specialty area or demonstrated successful completion of a formal post-graduate Nurse Practitioner track or program in the applicant's specialty area within a school of nursing granting graduate-level academic credit.

Experience:

Minimum of six months related work experience, or a new graduate with exceptional prior relatable work experience, academic progression, and professional references.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required:

- Demonstrates effective verbal and written communication skills.
- Possesses outstanding managerial and organizational skills with an ability to multi-task.
- Demonstrates initiative, problem solving ability, adaptability, and flexibility.
- Ability to work without direct supervision.

Licensure/Certifications:

Have and maintain valid national Nurse Practitioner certification in applicant's specialty area, valid and unencumbered Arizona State Registered Nurse License, valid and unencumbered Arizona State Registered Nurse Practitioner License with prescriptive authority, and valid and unencumbered DEA Controlled Substance Registration Certificate for the state of Arizona.

POSITION SUMMARY:

The Healthy Wings, LLC (HWLLC, dba, Healthy Wings Family & Psychiatric Healthcare), Nurse Practitioner (NP) provides defined acute and chronic care services in a clinic setting devoted to family, primary and/or psychiatric mental health care services. Working autonomously, HWLLC’s NPs direct the company’s healthcare team and staff in the performance of clinical evaluations including history and physical examinations/assessments; order diagnostic laboratory and/or radiology studies including but not limited to preliminary interpretation of tests in conjunction with other clinicians’ interpretation as needed; commencement of treatment according to established protocols; provides education and counseling to patients, families, and other stakeholders regarding treatments and care plans, as well as preventative, acute, and/or chronic care services; facilitate referrals of patients to appropriate healthcare facilities, agencies, community resources, and/or other clinicians; prescribes medications as needed to patients **2 years old and older**; and completes and maintains clinical documentations of patient encounters. The NP completes accurate patient documentation and billing(s) via the HWLLC provided computerized electronic health record (EHR) and practice management (PM) systems, as well as performs duties related supply ordering, inventory, and/or other weekly, monthly, quarterly, or yearly functions, as defined.

<u>MAJOR JOB DUTIES AND TASKS:</u>	<u>% of TME</u>
<p>1. Quality Patient Care:</p> <ul style="list-style-type: none"> a. Performs a focused history, age-appropriate screenings, and/or physical assessment per HWLLC’s clinical guidelines. b. Demonstrates age-related growth and developmental principles necessary to provide age-appropriate patient care. c. Provides appropriate diagnosis, treatment, and prescribes medications as indicated within the Nurse Practitioner’s Scope of Practice, national practice and HWLLC’s guidelines specially to keep patients and families safe until a higher level of care may be obtained, if needed. d. Provides comprehensive patient education verbally and in writing regarding the diagnosis and treatment plan. e. Identifies patients whose illnesses are beyond HWLLC’s scope of practice, recommends, and makes appropriate referral to other healthcare providers, as needed, following HWLLC’s guidelines. f. Advocates for and/or collaborates with other multi-disciplinary healthcare providers, mentors, and/or services as needed for patients and families with medical and/or psychiatric concerns. g. Immediately informs the Practice Manager/Member of any concerns that could put the patient, company, staff, or NP at risk. h. Demonstrates courteous and professional manner toward the public. i. Responds to patients’/customers’ needs with a focus on retaining current patients as well as attracting new patients. <i>j. PMHNP ONLY: Provides individual, group, and/or family psychotherapy to patients with identified psychiatric conditions.</i> 	<p>55%</p>
<p>2. Record Keeping</p> <ul style="list-style-type: none"> a. Ensures patient or parent/guardian consents for service(s) are obtained. 	<p>15%</p>

<ul style="list-style-type: none"> b. Obtains and reviews patient prior medical and/or psychiatric records as needed to provide continuity of care for new and existing patients. c. Ensures patient’s demographic information and payment information are accurately input into the EHR, PM, and other computer-based systems as required. If EHR and PM are inoperable, NP utilizes alternative charting systems including but not limited to paper charts and receipts, as provided. d. Accurately uses SOAP note charting. e. Correctly utilizes credit card machine/system. f. Completes and submits accurate billings for services rendered. g. Receives payments for patient care services utilizing the EHR system. h. Documents use of supplies as needed. 	
<p>3. Integrity and Professionalism</p> <ul style="list-style-type: none"> a. Adheres to the Nurse’s code of ethics and works within Arizona Board of Nursing’s and HWLLC’s scope of practice. b. Demonstrates a prominent level of confidentiality and trustworthiness. c. Acts in a way that promotes a positive, respectful, and supportive environment for staff, patients, and families. d. Takes responsibility for quality of personal and professional work. e. Continually strives to increase knowledge and skills. Stays current with medical/healthcare trends and procedures, etc. f. Maintains appropriate and up-to-date licensing, certifications, and CMEs. g. Uses resources efficiently, conservatively, and is cost conscious. h. Follows HWLLC’s policies and procedures. i. Presents self in a professional manner including but not limited to adherence to HWLLC’s professional dress code. j. Regularly attends and participates in staff meetings, as needed, promoting teamwork, and providing constructive, honest input. k. Supports the organizational goals and objectives. l. Fosters a team environment among co-workers and staff and does not negatively influence contractors/employees or operations. 	10%
<p>4. Marketing</p> <ul style="list-style-type: none"> a. Explains services, benefits, and fees to the public and patients who visit the clinic. b. Explains the services, benefits, and fees to friends, family, and the nursing, medical, and healthcare community. c. Assists with other marketing projects as assigned including but not limited to social media projects, community outreach projects, etc. 	5%
<p>5. Clinic Environment</p> <ul style="list-style-type: none"> a. Keeps the clinic and all equipment clean, orderly, uncluttered, and free from hazards throughout the workday. 	5%

<ul style="list-style-type: none"> b. Informs Manager/Member of any needed repairs or maintenance to the clinic or equipment. c. Follows universal precautions in cleaning up or disposing of any blood or bodily fluids. d. Ensures the return of all resources back to the original, designated place within the clinic. 	
<p>6. Corporate</p> <ul style="list-style-type: none"> a. If amenable, helps to manages human resource functions including but not limited to orientating new hires, conducts mentorships, internships, and/or preceptorships for other professional healthcare students. b. Participates as requested in representing the company to the public at various professional conferences, seminars, and/or community events. c. Works with HWLLC and staff on process implementation(s), as needed. d. Assists in finding replacements to cover unanticipated time off or schedule changes that are unrelated to illness. e. Assists in ongoing contractor and/or employee trainings as needed. 	7.5%
<p>7. Additional Duties</p> <ul style="list-style-type: none"> a. Contractor/Employee may be required to complete and/or be responsible for additional duties as assigned by Manager/Member. 	2.5%

SUPERVISOR RESPONSIBILITIES:

Assigned Clinic Staff, if any.

WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by the contractor/employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the contractor/employee is regularly required to sit, stand, use hands to write, operate the computer, telephone, speak intelligibly, and hear. Specific vision abilities include the ability to view and read a computer screen and assess facial and/or bodily parts and functions. The contractor/employee must be able to understand and answer questions and be able to communicate with the public. The contractor/employee must be able to work at least nine (9) hours per day.

EQUIPMENT:

In-Office computer and/or equipment to include standard medical equipment, EKG machine, CPU, laptops, printers, telephone system, facsimile machine or application, printers, copiers, scanners, postage meter, and/or alarm system.

Received and Acknowledged:

Date: