

## Open Position Title: Registered Nurse (RN) for Physician's Practice

**Reports to:** Clinical Manager; Director of Clinical Services

**Grade/Tier:**

**EEO Type (Exempt/Non-Ex):**

**Salary (range):**

**Location:** Racine/Kenosha

**Supervises:** N/A

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The 200+ employees of GI Associates intently channel their energies and resources into making a positive and meaningful difference in the lives of our patients. Our focus is on providing quality patient care and our commitment to Five-Star Customer Service.

As employees of GI Associates we are dedicated to Five-Star Customer Service excellence at every phase of the patient's experience. Employees of GI Associates agree to:

- Respect All. Treat others as you would like to be treated
- Use positive and productive communication with patients and peers
- Show support, offer assistance and take ownership beyond one's job description
- Adopt and embrace the service excellence concept as described above

### Essential Functions (Responsibilities):

The physician's registered nurse assists the physician's practice in the care of the patient, directly and indirectly, by coordinating diagnostic and treatment regimen ordered by the physician and/or mid-level. The physician's RN will also provide education and information to patients while ensuring that the patient receives the highest quality of care.

- Provides patient care, utilizing the nursing process (assessment, planning, intervention, and evaluation)
- Demonstrates understanding of GI Anatomy and Physiology, Disease Processes and GI related diagnostic procedures and treatment
- Assists with prioritizing STAT, important & normal patient information/clinical results and conveys information to the appropriate staff in a timely fashion (Physician, Triage Department, Hospital Department, etc.)
- Communicates test results and instructions appropriately and in a timely manner to patients
- Appropriately schedules necessary labs, endoscopy procedures, x-rays, or any other ancillary/appointments for patients, with attention to proper insurance location
- Conducts comprehensive patient education with use of video, handouts, pamphlets, prep information, etc.
- Obtains any and all patient information (i.e.: demographic, medical, billing) for all patient services provided
- Travels to all locations as needed
- Maintains a high level of confidentiality
- Maintains clean and organized work station
- Works collaboratively with physicians, mid-levels, and triage to optimize patient care
- Utilizes PMS and EMR appropriately and efficiently
- Offers assistance and support pleasantly and willingly at point of service
- Manages physician's schedule (i.e.: demonstrates accurate and appropriate use of physician's block schedule, accurately and appropriately updates inpatient information), makes changes in physician's schedule to accommodate patient care and facilitates patient flow
- Gathers and submits accurate information regarding hospital rounds

- Assists physician with endoscopy procedure documentation, follow-up, and billing in a timely fashion
- Documents patient care accurately, in the proper location in the EMR, and in a timely fashion
- Requests/Notifies pre-certification of scheduled procedures (i.e.: MRI, Remicade, CT guided Liver Biopsy, etc.)
- Answers and follows up on patient phone calls in a timely fashion
- Rooms patients and obtains patient intake information as needed
- Facilitates harmonious work environment, whereby treating all co-workers with respect and dignity
- All other duties as assigned

**Minimum Qualifications:**

- High School diploma or equivalent
- Current RN licensure in the state of Wisconsin
- BLS Certification required
- Ability to communicate effectively with patients, family members, physicians, co-workers, and outside customers

**Desired Qualifications:**

- Maintains a safe work environment
  - Three years hospital/medical office RN background preferred
  - Previous gastroenterology experience preferred
  - Knowledge of MSDS and Blood-Borne Pathogens
  - Knowledge of Emergency Plan and OSHA Standards
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