



400 Broadway / New York, NY 10013

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apicha.org

Apicha Community Health Center

Our mission is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life.

Apicha CHC advocates for and provides a welcoming environment for underserved and vulnerable people, especially Asians & Pacific Islanders, the LGBT community and individuals living with and affected by HIV/AIDS.

JOB DESCRIPTION

Position: Nurse Practitioner

Reports to: Chief Medical Officer

Duties and Responsibilities

- Provide primary medical care to a panel of adult patients including LGBT and people living with chronic HIV infection; assess and manage acute conditions including STDs, URIs, etc.
- Provide basic mental health screening and treatment of non-emergent mental health conditions such as anxiety and depression
- Evaluate patients in a timely manner
- Evaluate patients in an ambulatory clinic setting 5 days a week (and at least 40 hours per week)
- Participate in night and weekend call (shared among clinicians as determined by Apicha from time to time)
- Complete charting in EMR (eClinicalWorks) and required clinical and billing paperwork in a timely manner and in accordance with applicable law, FQHC requirements and Apicha policies and procedures
- Practice medical care within the scope of license, training and credentialing and in accordance with current standards of care and quality criteria adopted by Apicha, NYSDOH and HRSA.
- Collaborate with multidisciplinary team; attend team/clinic/Agency meetings
- Serve as mentor to less senior NPs
- Participate in clinic-wide Quality Improvement program, peer review and chart audits
- Practice safety, environmental, and/or infection control methods
- Immediately alert CMO of Medico-legal risk situations, and work to reduce same
- Participate in appropriate maintenance of certification/continuing medical education
- Participate in patient education/recruitment activities
- Maintain confidentiality of patient care and agency operations at all times
- Advise management on performance deficiencies of ancillary medical personnel
- Serve as a resource and mentor to less-experienced providers
- Work with the support and administrative staff in a positive, constructive manner
- Explain treatment and conditions to patients in an appropriate and understandable manner
- Treat all patients regardless of race, gender, sexual orientation, English competency, immigration status, ability to pay, religion or age
- Comply at all times with applicable law and FQHC requirements, as well as the rules, regulations, policies, procedures and Medical Staff Bylaws of Apicha as adopted by Apicha from time to time
- Participate in Medicare, Medicaid and such other third party payment plans as determined by Apicha from time to time
- Assign to Apicha any and all billings and collections for your services and rights to any incentive program payments relating to your services or use of electronic systems
- Refrain from providing outside services unless specifically permitted by Apicha in writing
- Refrain from soliciting Apicha patients or referral sources to another provider
- Perform other duties as required or assigned

Qualifications:

- Graduate of accredited Nurse Practitioner Program
- Certification as FNP or ANP
- Unrestricted license to practice in NY
- Current DEA certificate without restriction



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- BLS
- Knowledge of HIV medical care preferred; AAHIVM or HIVMA certification preferred but not required
- Experience working with LGBT and/or Asian and Pacific Islander population preferred
- Ability to use common office software (Word, Excel and Powerpoint), and EMR
- Understanding of health issues/concerns of A&PI LGBTQI populations
- Must have good human relations and communication skills
- Knowledge of Asian language or Spanish preferred

Apicha CHC is an equal opportunity employer. We do not discriminate on the basis of age, race, creed, religion, national origin, gender, disability, marital status, and affectional or sexual orientation.