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# Example of Primary Care Job Description

Our company is growing rapidly and is looking for a primary care. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for primary care

* Checks in patients
* Follows up on calls triggered by changes in meds, diagnosis or events such as ER visits, falls
* Responsible for orientation, training, and education of clinical assistants to ensure informed, well-trained staff will provide service and care for patients
* Provides supervision and work direction on assigned shift or within department
* Independently assesse patient needs, develop a plan of care, deliver direct care, evaluate outcome of care, and adjust plan and subsequent interventions accordingly
* Administer medications within the scope of practical nursing practice
* Institute health promotion and preventative care measures, based on patient needs assessment
* Triage patients, both in-person and by phone, to ensure timely access to appropriate health care services
* Working closely with the Customer Unit Head to prioritize accounts and offers
* Responsible for identifying customer needs and creates business opportunities that promote the health of the patient, customers and MSD business

## Qualifications for primary care

* 5+ years practice management experience with expertise in operational aspects of primary and urgent care
* Strong operational leadership skills, including experience providing business leadership to physicians
* Experience developing and using metrics to measure performance of teams, processes, and services
* Fiscal understanding of physician practice revenue and reimbursement cycle
* Knowledge of regulatory compliance issues
* 1st level RN/RMN with current registration