

## **ABC Pediatrics**

### Partner Roles and Responsibilities

#### MD/DO 1:

- Senior Policy
- Pediatric Standards
- Liaison to: Property Management, Fed, State & Local Agencies, AAP, Hospital, Insurance

Groups, Branding, Strategic Planning, Non-profit Sources, Community Image, Medical

Students, Needs/Solutions, State Medical Board

- With MD/DO 2 & 3 negotiates pay and benefits for staff and oversees Nurse

#### MD/DO 2:

- Finances of office, accounts payable
- Create provider on-call schedule
- HIPPA Director
- 401K Administrative Director
- OSHA
- Lab: Reviews Newborn screens, lead screens, other lab work ordered with MD/DOs 1 & 3 and

Nurse Practitioners

- PCC Liaison-Project Coordinator
- Personnel Director: Oversees Nurse Practitioners, Nurse Manager and Nursing Staff, Business

Manager negotiates pay and benefits.

- Review all record releases (patient transfers, etc.) with MD/DOs 1 & 3
- Member of the practice improvement team attends meetings

#### MD/DO 3:

- EHR oversight
- Codes/efficiency
- Human Resources Director
- CLIA/LAB
- Creation and upkeep of website along with social media accounts
- Member of the practice improvement team attends meetings

## Nurse Practitioner 1:

### *Provider Role*

- Together with MD/DOs review Newborn Screens, lead screens and labs.
- Act as resource to phone nurse for questions/concerns
- Daily assessment of urine and throat cultures
- Review nursing staff with Nurse Manager

### *On Call Role*

- Returns after hours phone calls to all families
- Schedules and see patients in office after hours, when appropriate
- Refers families to ED when appropriate
- Contacts back up physician for all admissions, when medical advice is warranted, or if it too busy to see all the patients alone
- Rounds on Newborns and convalescent inpatients on weekends

## Nurse Practitioner 2:

### *Administrative Role*

- Recruits and coordinates interview process for potential nursing role
- Checks references on Nurse Candidates

### *Provider Role*

- Together with MD/DOs and NP's review Newborn Screens, Lead screens and Labs.
- Acts a resource to phone nurse for questions/concerns
- Daily assessment of urine culture and throat cultures