

## Job Title

## Offices

## Employment Type

### Medical Assistant II POSITION SUMMARY:

Work directly with physician in all aspects of patient care including rooming patients, obtaining vital signs (and recording in electronic medical record), EKGs, PFTs, pulse oxymetry, limited lab testing and documentation, patient call backs, and filling in for pod secretary as needed.

Panorama Internal Medicine Full Time Opening

### Medical Assistant POSITION SUMMARY:

Work directly with physician in all aspects of patient care including rooming patients, obtaining vital signs (and recording in electronic medical record), EKGs, PFTs, pulse oxymetry, limited lab testing and documentation, patient call backs, and filling in for pod secretary as needed.

\*Cornhill Internal Medicine Full Time Opening

### Medical Secretary II POSITION SUMMARY:

With General direction and latitude for initiative and judgment, performs routine and non-routine duties requiring advanced secretarial or word processing skills and proficiency in an administrative research/medical/academic office. The Secretary III will support faculty members, and work with them on variety of tasks, and will also be a member of the research team, assisting faculty and staff with grant-related activities, including grant preparation, maintenance, and submission of progress reports.

\*Avon Medical Group Full Time Openings  
\*Culver Medical Group  
\*Caledonia Family Med  
\*East Ridge Family Med  
\*Penfield Family Medicine

### NP (Nurse Practitioner) POSITION SUMMARY:

Provides comprehensive care with an emphasis on health promotion and education in the Primary Care setting. This includes identification, management, and/or referral of health problems in collaboration with various health care specialists. **Required:** Certification as a nurse practitioner registered in New York State.

Olsan Medical Group Full Time Opening

### APR I (Ambulatory Patient Representative)

POSITION SUMMARY: With General direction and latitude for initiative and judgment, performs routine and non-routine duties requiring advanced secretarial or word processing skills and proficiency in an administrative research/medical/academic office. The Secretary III will support faculty members, and work with them on variety of tasks, and will also be a member of the research team, assisting faculty and staff with grant-related activities, including grant preparation, maintenance, and submission of progress reports.

Olsan Medical Group Full Time Opening

**LPN (Licensed Practical Nurse)** POSITION  
SUMMARY: Assist the health care provider with patient care in an office setting with an emphasis on health promotion and health education. This includes direct patient care; documentation; administration of medications; minor laboratory testing; communication with patients, health care providers, pharmacies and vendors.

Panorama Internal Medicine Full Time Opening

**LPN (Licensed Practical Nurse)** POSITION  
SUMMARY: Assist the health care provider with patient care in an office setting with an emphasis on health promotion and health education. This includes direct patient care; documentation; administration of medications; minor laboratory testing; communication with patients, health care providers, pharmacies and vendors.

Clinton Crossing Internal Medicine Full Time Opening

**LPN (Licensed Practical Nurse)** POSITION  
SUMMARY: Assist the health care provider with patient care in an office setting with an emphasis on health promotion and health education. This includes direct patient care; documentation; administration of medications; minor laboratory testing; communication with patients, health care providers, pharmacies and vendors.

Twelve Corners Internal Medicine Full Time Opening

**Data Coordinator** POSITION SUMMARY: The Data Coordinator performs patient centered medical home data tracking duties while working within the practice health care team. Requires an Associate's Degree or equivalent in relevant field. Knowledge of medical terminology required.

Primary Care Administration Full Time Opening

**Clinical Care Manager** POSITION SUMMARY: The Clinical Care Manager manages clinical aspects of patient centered medical home, working with the interdisciplinary medical team in the provision of patient care. May participate in supervision of other clinical staff members. Required: Licensed as a Registered Nurse in the New York State. Minimum of five years professional nursing experience required. Outpatient primary care and/or pediatric experience preferred.

Primary Care Administration Full Time Opening

**\* Indicates a Highland Hospital Practice**