

# JOHN DOE

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## PHYSICIAN ASSISTANT

**Summary: Highly compassionate, resourceful, and versatile Physician Assistant with 6+ years' experience providing top-quality care to patients within hospital and post-acute care settings.** Adaptable professional who excels in independent, leadership, and team member roles, readily learns new processes and procedures, successfully manages heavy workloads, and willingly takes on additional responsibilities. Outstanding communicator able to establish strong rapport with patients and family members and collaborate effectively with interdisciplinary medical teams. *Key skills:*

Patient & Family Education • Assessment • Care Planning & Coordination • Charting/Documentation  
Quality Assurance • Workflow Control • Process Improvement • Medication Management  
Staff Training & Leadership • Patient Advocacy • Regulatory Compliance • Admission & Discharge Planning

*Computer Skills: Meditech, CIS EMR, MS Word & Excel*

## PROFESSIONAL CREDENTIALS

Physician Assistant Licensure – State

Physician Assistant Certification (PA-C) – National Commission on Certification of Physician Assistants (NCCPA)

ACLS & BLS Certifications – American Heart Association

Memberships – State Association of Physician Assistants, NCCPA

## PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

ABC Medical Practice, City, State

2012 to Present

### Staff PA

Hired as first midlevel practitioner within pioneer post-acute care program and accountable care organization model to spearhead collaborative partnership with local SNF and decrease hospital readmissions. Provide comprehensive patient care within SNF including palliative and end-of-life services, managing caseload of 14 as well as 8 LTC beds. Lead family meetings with providers, therapists, social workers, insurance nurse, and nurse manager, contribute to care and discharge planning, and set up services with specialists as needed. Participate in various committees to continually evaluate program successes and progress made toward objectives.

- Achieved 13% 30-day readmission rate within program's first year, meeting Medicare Affordable Healthcare Act's requirement to be below national average (~19%) and avoiding penalties.
- Decreased average length of stay to 21 days, below 29-day national average for SNFs.
- Established and continue to maintain strong relationships with inpatient and outpatient care providers, ensuring constant and thorough communication regarding patient statuses, admissions, and discharges.
- Expertly handle patient caseload almost entirely independently, excelling in autonomous role while also collaborating effectively with physicians and functioning as a valued member of multidisciplinary teams.

ABC Hospital, City, State

2009 to Present

### Hospitalist PA, Part-Time

Care for patients within med/surg unit approximately one weekend per month. Arrive before doctors, evaluate daily census, and assign patients accordingly based on available providers. Process admissions and write comprehensive discharge notes. Additionally see psychiatric patients as needed.

ABC Company, City, State  
**Lead PA/Hospitalist PA**

2009 to 2012

Recruited by former IPC client to serve as newly opened practice's first midlevel provider. Hired, trained, and managed 2 Staff PAs. Delivered primary care to diverse individuals including post-acute care, stroke, and brain injury patients within rehab hospitals, LTC centers, and SNFs in multiple locations throughout State.

- Instrumental in setting up company's business practices; developed/implemented HR policies and procedures including PA hiring processes.
- Mastered new online billing system and functioned as go-to expert, trainer, troubleshooter, and vendor liaison.
- Established on-call group scheduling guidelines and sourced improved on-call answering service provider.

ABC Group, City, State  
**Hospitalist PA - ABC Hospital, LTAC**

2007 to 2009

Enlisted based on strong performance during student rotation to manage patients within ventilator-dependent unit including both short- and long-term cases and critically ill individuals. Monitored nutritional needs of PEG-dependent patients, changing PEGs as required. Provided wound care.

- Ran ACLS codes, often independent of doctor.
- Directed weekly patient care meetings with interdisciplinary team and set goals for medical and rehab staff.

State University, City, State  
**Academic Coordinator/Assistant Director**

1997 to 2005

Initially hired as science educator and earned promotion to leadership role for federally funded project supporting underrepresented students. Supervised Academic Counselor, Department Secretary, Staff Educators, and Student Employees. Created materials for academic support programs in science, math, and writing. Served as program's lead analyst, grant administrator, and liaison for various university departments/committees. Recruited new staff and mentored female students interested in math and science.

- Overhauled science curriculum to align more closely with introductory science courses.
- Built mutually beneficial partnerships between program staff, academic chairs, and professors.
- Co-authored grant reapplication proposal that resulted in continued funding for entire program.

*Additional Experience: **Preparator**, ABC Company, City, State; **Laboratory Technician, Microbiology**, ABC Company, City, State; **Laboratory Technician, Microbiology**, ABC Company, City, State*

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## EDUCATION

### **Master of Physician Assistant Studies (MPAS), 2007**

State University, City, State  
3.7 GPA, *Magna Cum Laude*

### **Bachelor of Science in Biology**

State University, City, State  
*Biology Senior Research Award*