NP/PA Indirect Patient Care and Scheduling Proposal

1. NPs and PAs will be provided four (4) hours each week for indirect patient care. This time is specifically dedicated to charting, phone calls, care coordination and managing the electronic health record (EHR). Meetings are considered separate from this four (4) hour block. Providers will have the choice of scheduling their (4) four hours in two different ways:

   a) They can choose a (4) four hour block each week on a scheduled workday.
   b) They can choose a (1) one hour block each workday.

NPs and PAs who work a (40) forty-hour work week will receive a (5) five-hour block that can be scheduled in the fashion that (a) or (b) explains.

2. Each provider will be scheduled no more than (18) eighteen patients per day. No automatic overbooking of patients will be permitted without the authorization of the provider.

3. When an NP or PA is covering for the in-basket of another provider they will be blocked for (2) two patient appointments for every provider in-basket covered per day, in order to provide said coverage.