

CASSOPOLIS FAMILY CLINIC NETWORK

Job Description

Title: Physician

FLSA: Exempt

Originated: 4/2007

Department: Medical Services

Location: Cassopolis/Niles

Revised: 8/2017

Summary: Provides primary and/or urgent health care to patients, following standards and practices. Supervises and directs Non-Physician providers and staff. Actively participates as a member of the Patient Centered Medical Home Team.

Principle Duties and Responsibilities:

- Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains the standards of medical care.
- Uses the health center's electronic health record to effectively document patient care activities. Fully and accurately completes patient records in a timely manner so patients receive a summary of their visit upon discharge, to satisfy program clinical requirements, and to facilitate billing. Captures all charges, records diagnoses and provides adequate instructions for receptionists to know when to have patients return.
- Promotes and participates in Patient Centered Medical Home activities in order to achieve and maintain level 3 NCQA PCMH recognition.
- Provides a total assessment of the patient's health status, including a systematic health history, a physical examination and diagnostic testing. Diagnoses illnesses, conditions and trauma. Provides and monitors treatment based on accepted medical standards and protocols. Prescribes medications and documents all pertinent information.
- Orders or performs diagnostic and therapeutic procedures, performs minor office surgical procedures.
- Directs nursing care provided to patients.
- Monitors the effectiveness of therapeutic interventions.
- Reviews lab and other test results in a timely manner and contacts patients when applicable. Arranges for coverage with patient care team, a colleague or the Medical Director while away from the health center for an extended period of time.
- Provides patient education, interventions for self management/goal setting, healthy behaviors and counseling.
- Refers patients for appropriate specialty care.
- Provides appropriate supervision and direction for mid-level practitioners as well as nursing staff.
- Reviews no show charts and determines appropriate follow up.
- Responds in a timely manner to messages.
- Complies with health center policies and procedures.
- Participates on Quality Assurance Committee.
- Participates in call rotation.
- Maintains a commitment to achievement of quality health care services by maintaining patient rights, safety, privacy, confidentiality and the customer relations philosophy.
- Maintains a commitment to growth and development by participation in annual in-services, certifications and continuing medical education programs for improvement of self and to maintain competency.
- Establishes and maintains open and positive communications with patients, other health care providers, clinic staff, administration and the public.
- Channels patient complaints to the Medical Director, the Patient Care Manager or the Clinical Quality Nurse.
- Promotes the health center mission by providing quality health care and related services.
- Is familiar with governmental rules and regulations that pertain to billing and coding for physician services, as well as OSHA, CLIA, Universal Precautions, etc. Complies with all safety rules and precautions.

- Performs other duties as assigned

Knowledge, Skills and Abilities Required:

Education:

- Doctor of Medicine or Doctor of Osteopathic Medicine with current unrestricted license to practice as a physician in the State of Michigan. Board Certified or Board eligible status.

Experience:

- Previous primary care experience preferred; however, not required. Successful completion of a Family Practice, Internal Medicine or Emergency Medicine Residency, with clinical experience documented. Specialists require successful completion of further training, i.e., residency and/or fellowship.

Interpersonal:

- Ability to demonstrate customer focused interpersonal skills in order to interact in an effective manner with patients and their families.
- Ability to collaborate with clinic staff and providers as well as hospital personnel, administration and the public.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to communicate clearly.

Complexities:

- Ability to provide and maintain the standard of professional health care services. Ability to organize, prioritize and manage time.

Knowledge:

- Knowledge of professional physician theory, practice and medical care to give and evaluate patient care.
- Knowledge of organizational policies, regulations and procedures to administer patient care.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.

Certificate/License:

- Unrestricted licensure as a MD/DO in the State of Michigan
- Unrestricted Federal and State Controlled Substance licenses.
- Current valid State or Michigan Driver's License
- Board Certification or Board Eligible
- BLS certification
- ACLS recommended
- Evidence of professional growth (CEU's) consistent with licensure requirement for State of Michigan

Reporting Relationships:

- Reports to Chief Medical Officer for clinical issues
- Reports to the CEO for administrative issues.

Working Environment:

- Must be in good physical and mental health.
- Requires working under stress, in emergency situations or during irregular hours. Must have ability to cope with physical and mental stress.
- Physical: Sitting, standing and walking required throughout work period. Independently mobile.
- Requires activities such as pushing, stooping, kneeling, talking and seeing.
- Requires full range of motion, manual and finger dexterity and eye-hand coordination.
- Requires normal visual acuity and hearing.
- Ability to occasionally transfer and position patients, reposition equipment and lift supplies weighing up to 50 pounds. Ability to adapt and function in varying environments of workload, patient acuity, worksites and work

shifts.

- Work is performed in a clinic setting. Contact with patients and staff.
- Works in an environment where there is minimal physical discomfort due to temperature, noise, dust and the like.
- Occasional exposure to unpleasant odors, communicable diseases, hazardous materials and equipment.
- Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc.
- Cognitive skills to analyze, calculate data, problem solve.
- Job is subject to frequent interruptions.
- Job requires a variance in working hours.

Disclaimer:

The above outlined specifications are not an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager within guidelines and compliance with Federal and State laws.