

Sharon Community Health Center

Family Practice Physician Job Description

Position: **Family Practice Physician**

Reports to: Executive Director

General Overview of Position Description:

A Family Practice Physician is typically the Primary care provider for individuals and their families and the first doctor a person sees as a result of a health concern.

The physician is responsible for a patient's initial diagnosis, regular exams and concerns about such problems such as flu, infections, sprains and strains or other minor ailments. He/She is also responsible for providing referrals to specialists for further testing or treatment when needed. Treatment plans will be drawn up for the patient to review and approve. For many common illnesses and injuries, the physician will treat the condition and write appropriate prescriptions for drugs necessary to cure or alleviate symptoms.

Education requirements entail obtaining a Bachelor of Science degree, then complete four years of medical school. This is followed by a three year residency that focuses on general medicine. A copy of the physicians CV will be retained in the personnel file.

Each physician will be required to have an active license in the state where they practice. The psychiatrist will be responsible for completing any state requirements to keep an active license. They will also be responsible for have an up to date DEA license.

They will frequently work as part of a multi-disciplinary team to provide comprehensive medical care to patients.

Essential Services

- Contributes pertinent information to develop a plan of treatment
- Records accurately and concisely all pertinent information concerning treatment, care plan and patients response.
- Generates orders for patient care
- Ensure all patient information is correct and updated for the best individualized care plan
- Generates required paperwork for review and completion
- Responds to all phone messages in a timely manner.
- Keeps all patient office, hospital and third party partners information confidential.
- Adheres to the Health Center's HIPPA policies and assist patients with completion of HIPPA forms.
- Reviews chart documents, labs, records releases timely.
- Completes notes and billing accurately and in a timely fashion.
- Provide quality care to patients according to clinical medical protocols and funding source guidelines;
- Provide women's health and well-child services according to clinical medical protocols;
- Initiate an appropriate assessment of patient's health status, ranging from focused to comprehensive, depending upon the setting;
- Provide and manage comprehensive medical care, including diagnosis and nonsurgical treatment of diseases, common health problems, such as infections, influenza and pneumonia, as well as serious, chronic, and complex illnesses for patients of all ages;
- Monitor patients' conditions and progress and reevaluate treatments as necessary;
- Explain procedures and discuss test results or prescribed treatments with patients;
- Advise patients and community members concerning diet, activity, hygiene, and disease prevention and educate patients about preventative measures to avoid illness;
- Collect, record, and maintain patient information, such as medical history, reports, and examination

- results and prepares reports and correspondence related to the work;
- Refer patient to medical specialist or other practitioner when necessary;
 - Prescribe medication in accordance with statute and professional practice guidelines;
 - Immunize patients to protect them from preventable diseases;
 - Participate in formulating, interpreting, implementing, and evaluating objectives, policies, and procedures;
 - Assist with quality improvement activities as required and participates in Quality Assurance and Utilization Reviews;
 - Perform diagnostic tests and procedures and therapeutic procedures, within the scope of practice, including but not limited to venipuncture; intradermal tests; intramuscular and subcutaneous injections; electro-cardiogram; application of dressings and bandages; administration of medications; cardiopulmonary resuscitation; auditory screening; visual screening; and aseptic techniques;
 - Analyze accumulated health information and collects additional observational, interview, historical, physical examination, and diagnostic data, modifying treatment as appropriate;
 - Have a working knowledge of ICD10, CPT and HCPCS coding and managed care, and be available for training as necessary;
 - Maintain and complete patients' health records or charts legibly, concisely and close it within 48 hours and/or by the end of serviced week;
 - Work as an integral part of the SCHC clinical team;
 - Participate in the on-call/ Afterhours and Saturday rotation schedule as needed;
 - Comply with the regulations and policies required of a Federally Qualified Health Center Look A Like;
 - Complete administrative assignments as requested by Medical Director;
 - Report to the Executive Director;
 - Perform other duties as assigned to support the SCHC Mission, Vision and Values.
 - Various duties as assigned

Leadership

- Effectively make independent decisions in a timely manner based on expertise and scope of responsibility
- Demonstrates effective problem solving and critical thinking skills
- Demonstrates the ability to function productively as a team leader
- Supports Executive Director in achieving the SCHC strategic goals
- Consistently practice service excellence role expectations
- Interacts positively with other office staff and providers
- Consistently adheres to the department policies
- Resilient to changing organizational needs and has the ability to create positive team movement

Performance Improvement

- Participates in the quality efforts and HIPPA standards
- Supports staff participation in SCHC quality and education efforts
- Consistently seeks opportunities for improvement rather than accepting the "status quo", willingness to learn
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form

Communication

- Gives positive and negative feedback in a timely manner
- Actively listens and uses restatement and reflection to clarify understanding
- Uses Respectful, ethical interdisciplinary communication as a tool for problem solving
- Facilitates peer to peer communication and problem solving
- Catalyst for upward communication
- Effective in High Stress situations with a calm demeanor

- Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations.
- Ability to write reports, health correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public

Accountability

- Develops Job Descriptions and evaluations
- Assist the Executive Director Performance Improvement Discussions, Hiring and Terminations of Office Staff.
- Assists in developing policies and procedures to guide and support the provision of services.
- Arrives at work and starts duties on time.
- Uses appropriate guidelines when releasing records or information.
- Consistently applies administrative and personnel policies.
- Meets established deadlines.
- Completes required training.
- Accepts responsibility for own behavior and performance.

Customer Service

- Demonstrates a service oriented approach by conveying courtesy, respect, enthusiasm and positive attitude in a work situation.
- Promotes good public relations between area agencies, hospitals, medical offices and insurance companies.
- Works cooperatively with the office staff, providers and management.

Security & Compliance

- Maintains the security and confidentiality of all patient records and SCHC information as written in our Policies and Procedures.
- Maintains the over all security of the facility and ensuring the facility is secure at the end of the day.
- Works closely with maintenance to provide a safe environment for employees and patients.

Minimum Qualifications

- Education requirements entail obtaining a Bachelor of Science degree, then complete four years of medical school earning a Doctor of Medicine (MD or DO)
- Valid State Medical License
- Successful completion of an accredited Family Medicine Residency with 3 or more years of experience
- Each physician will be required to have an active license in the state where they practice.
- Previous experience in a hospital and/or clinic setting as well as experience working in Family Practice environment, community health experience preferred
- Understanding of mandated reporting laws;
- Ability to relate to culturally diverse patients and communities;
- Keep up with CME requirements for Licensure and Board Certification
- They will also be responsible for have an up to date DEA license.
- A copy of the physicians CV will be retained in the personnel file.
- Technical Skills: Able to operate a computer, fax machine, printers, scanners, webcam and other office equipment.
- Electronic Medical Records Experience, Centricity Experience preferred
- COVID vaccination required upon hire
- Current CPR certification
- Must have excellent oral and written skills and intermediate computer skills
- Must maintain a valid drivers license or dependable transportation

Physical Demands:

The physical demands are representative of the essential functions of the role. Reasonable accommodations maybe made to enable a individual with disabilities to perform functions. The employee, while fulfilling job duties is required to sit, stand, walk, climb, balance, stoop, kneel, crouch or crawl. The use of ears, eyes, legs, feet, arms, hands and fingers to

feel, reach, talk or hear. The employee must be able to lift 25 pounds and on occasion up to 50 pounds, however duties may be shifted to avoid lifting restrictions.

Failure to comply with standard or failure to report and event that violates legal or compliance requirements may result in disciplinary action, up to and including possible termination, in accordance with SCHC policies.

Work Environment:

The noise level is relatively low. Employees may work near moving parts and maybe exposed to electrical shock risk while working on copier, computer answering the phone. Stress level can be high at times.

The job description is not intended to be an exhausted list of all duties, responsibilities or qualification of the position.

Printed Name: _____ Signature: _____ Date: _____

Witness Printed Name: _____ Signature: _____ Date: _____