

DEPARTMENT: Medical Services

REPORTS TO: Medical Director

FLSA STATUS: Exempt, Full-time

SALARY: Negotiable

JOB SUMMARY:

Provide the full scope of primary care services which fall under his/her field of training, including but not limited to diagnosis, treatment, coordination of care, preventive care and health maintenance to patients. In addition, a Primary Care Physician is a member of the SFHC team. In that capacity they are expected to be familiar with the philosophy, goals and objectives of the Center and work collaboratively to achieve them. They must be cognizant of, and comply with, all Center policies and procedures, as well as pertinent state and federal regulations.

Clinical Duties

1. Provides comprehensive medical services to patients presenting for care at SFHC, on a continuing basis; examines patients, using medical instruments and equipment.
2. Where indicated, obtain complete medical history and physical data on patients. Establishes diagnosis. Reviews patient's records.
3. Perform clinical services to patients who present with illness or disease, including minor surgical procedures.
4. Orders or executes various tests and diagnostic images to provide information on patient's condition.
5. Reviews incoming reports (e.g. lab, x-ray, EKG) signs, dates and follows-up in a timely manner.
6. Inoculates and vaccinates patients to immunize patients from communicable diseases
7. Provide or directly oversee services and procedures appropriate in the outpatient setting.
8. Educate patients regarding health and illness prevention. Recommend community resources to meet patient and family needs.
9. Administers or prescribes treatments and medications, and instructs patients on proper utilization
10. Refers patients to medical specialist for consultant services when necessary for patient's well-being
11. Adhere to established clinical protocols and procedures.
12. Assist in the updating of SFHC protocols and procedures as requested.
13. Maintain adequate and legible patient medical records in the established chart.
14. Supervise or participate in patient emergencies as required.
15. Observe all infection control procedures.

16. Fulfill HRSA and health center productivity standards, such as UDS.
17. Follow established health center procedures for patient billing and reimbursement.
18. Participate in staff medical education programs and patient health education activities as required.
19. Report any discrepancies, irregularities, and/or violations involving clinical care, administrative procedure, billing issues or other SFHC protocols to the appropriate personnel.
20. Maintain professional competence by completing appropriate specialty requirements of CME.
21. Maintain current certifications.
22. Participate in peer review, quality assurance, provider meetings and other clinical meetings
23. Performs on-call duties one day a week including responsibilities in the electronic health record and the afterhours telephone on-call.
24. Participates in weekend call rotation including Saturday afternoon clinic hours at main site.
25. Participates in covering legal holiday on-call telephone coverage.
26. Assist with the training of assigned staff.
27. Maintain strictest confidentiality.
28. Participate in professional development activities and maintains professional affiliations.
29. Successful completion of SFHC credentialing and privileging review upon hire and re-credentialing.
30. Work with Behavioral Health Counseling staff to provide collaborative care for patients
31. May become the primary care manager for a panel of patients. As a PCM, will be the primary person responsible for the management of the health and wellness of his/her assigned patients.

KNOWLEDGE, SKILLS AND ABILITIES Required:

1. Knowledge of professional medical practice. Has an understanding and appreciation of the financial aspects of a healthcare organization and the need to generate sufficient resources to support the strategic goals and mission of the organization.
2. Knowledge of organizational policies, regulations and procedures to administer patient care.
3. Knowledge of medical equipment and instruments to administer patient care.
4. Knowledge of common safety hazards and precautions to establish a safe work environment.
5. Skill in supporting, motivating, and sustaining a team-oriented culture. Fosters teamwork and collaboration by involving the necessary staff when appropriate.
6. Skill in diagnosing and treating a wide-range of pediatric and adult acute and chronic diseases
7. Skill in applying and modifying the principles, methods and techniques of medicine to provide on-going patient care.

8. Skill in taking medical history, assessing medical conditions and interpreting findings in a highly efficient manner. Is able to coach and mentor others to also operate at a high level of efficiency.
9. Skill in preparing and maintaining records, writing reports, and responding to correspondence.
10. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public.
11. Ability to demonstrate sound judgment, tact, and diplomacy.
12. Ability to evaluate and effectively address highly complex issues and problems.
13. Ability to maintain quality control standards.
14. Ability to react calmly and effectively in emergency situations.
15. Ability to interpret, adapt and apply guidelines and procedures.
16. Ability to communicate clearly.
17. Knowledge of reporting protocols essential to the proper functioning and operation of the SFHC and the responsibility of each provider to comply with them.

Preferred:

1. Bilingual skills
2. Board certified or Board eligible in appropriate discipline
3. Experience with Electronic Health Records (eClinicalWorks preferred)
4. Skill in Microsoft Office Applications: Word, basic Excel, and Outlook.
5. Some experience in dealing with patients with behavioral health problems including basic prescribing

EDUCATION AND EXPERIENCE Required:

1. Graduate of approved medical school.
2. Licensed to practice medicine in the State of California.
3. Eligible to obtain and maintain a federal and state narcotic registration (DEA License).
4. At least 5 years proven successful experience as a practicing clinician.
5. Strong community health/public health orientation, experienced in patient care management, and demonstrates managed health care knowledge and experience.
6. Diagnoses and patient visit coding experience.

- 7. Knowledge of or experience with healthcare information systems, such as electronic health record and practice management systems experience.
- 8. Experience in a multiple provider medical practice.

Preferred:

- 1. Familiarity with federally qualified health centers or FQHC Look-a-Likes. Experience working in a not-for-profit organization, with annual operating margin goals.
- 2. Experience working with low-income, multi-ethnic populations
- 3. Experience with patients with significant behavioral health problems complicating their medical care.
- 4. Graduate of an accredited residency program in family medicine, internal medicine or internal medicine/pediatrics.
- 5. Board certified and maintains board certification, licensure, and membership in professional organizations.

PHYSICAL FACTORS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS (during shift, overtime, weekends, & on call duties):

- 1. Frequent exposure to communicable diseases, toxic substances, medicinal preparations or other conditions common to a health center environment.
- 2. Participates in on-call rotation as appropriate (one night per week, one weekend per month, legal holiday coverage; exact schedule is determined upon hire).

Employee Signature and date _____

BENEFITS:

1. Paid Holidays
2. Paid vacation (Two weeks initially; increases over time)
3. Paid sick leave (Five days a year)
4. Medical liability coverage through NorCal, which includes tail coverage.
5. Workers' Compensation paid
6. State medical licensure fees covered.
7. Continuing Medical Education (amount in time and dollars?)
8. Administrative time included in weekly schedule
9. Onsite free medical, dental, behavioral health care with some limits.
10. Monthly contribution to Group Insurance plan