



6TH STREET HEALTH CENTER
 593 West 6th Street
 San Pedro, CA 90731
 310.547.0202

BEACON STREET HEALTH CENTER
 731 S. Beacon Street
 San Pedro, CA 90731
 310.547.0202

PACIFIC AVENUE HEALTH CENTER
 425 S. Pacific Avenue
 San Pedro, CA 90731
 310.547.0202

POSITION DESCRIPTION

Please check one: New Revised Date: 10/23/2020 **Effective Date:** 10/23/2020

Position Information

Position Title: Family Medicine Physician	Pay Rate/Grade: \$190K - \$240K
Scheduled Hours: Work schedule is based on clinic needs, HCC is open Monday – Friday 8am-5pm (Subject to Change)	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Reports To: Medical Director	Direct Reports:

JOB SUMMARY

The Family Medicine Physician works as a member of an interdisciplinary health care team to provide quality comprehensive primary and preventive care to Harbor Community Health Centers (HCHC) patients, utilizing clinical practice guidelines set forth by the American Academy of Family Physicians. Familiarity working within a FQHC Family Practice a plus.

EXPECTATIONS

- Adheres to all HCHC’s policies and procedures
- Conducts self in a manner that represents HCHC’s core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with his/her immediate supervisor about departmental and HCHC concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

MISSION AND VALUES

Our mission is to provide low cost, high quality health care to people who do not have access to any other medical care. Employees must possess a strong commitment to the mission, policies, goals and philosophy of HCHC.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Test, treat, diagnose, and monitor disorders and illnesses across all lifecycles.
- Obtain health history and perform physical examinations.
- Order and interpret diagnostic and therapeutic tests relative to the patient’s age-specific needs.
- Review incoming reports (e.g. lab, x-ray, EKG, consult notes, and outside records) in a timely manner, and develop a treatment plan.
- Prescribe appropriate pharmacological and non-pharmacological treatment modalities.
- Arrange referrals for services not offered by HCHC.
- Educate and counsel patients to promote good health and disease prevention.
- Practice within the confines of HCHC’s established treatment protocols.
- Perform well-women exams that include pap smears, pelvic, and breast exams.
- Conduct follow-ups with patients to monitor and track their condition.
- Ensure that encounter notes are entered into the Electronic Health Record, and closed within 72 hours of the visit. Encounter notes should:



HARBOR COMMUNITY HEALTH CENTERS

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- ✓ Reflect changes in the patient's condition and other significant information;
- ✓ Include documentation of pertinent history, review of systems, and physical examination;
- ✓ Indicate studies performed, and that results were reviewed and discussed with the patient;
- ✓ Reflect the provider's thought process as to the patient's problems, diagnosis and treatment;
- ✓ Specify medications prescribed by the provider.
- ✓ Develop and maintain a current chronic problem list.
- ✓ Inform the patient of the general nature of her medical needs, the general prognosis, and the nature and purpose of the proposed treatment and procedures
- ✓ Include referrals to specialty services as deemed medically necessary.
- ✓ Integrate recommendations made by specialists into the patient's treatment plan.
- ✓ Reflect any pertinent attitudes or behavior on the part of the patient or family towards any aspects of care.
- ✓ Include notation of the need for routine and preventative services including screening tests, periodic lab exams related to chronic disease care, and immunizations.
- Use and disclose patients' protected health information only in accordance with the Health Insurance Portability and Accountability Act (HIPAA) standards.
- Ensure compliance with documentation and coding standards as required for patient care, claims submission standards, and insurance requirements.
- Promote a cohesive, cooperative working relationship with fellow providers which may include helping with excess patient loads and staying after scheduled working hours.
- Participate in HCHC's after-hours call system. On-call notes should be entered into the patient's chart within 72 hours.
- Participate in peer review, provider meetings, and other clinical meetings as determined by the COO and Medical Director.
- Complete Continuing Education as required by state licensing standards.
- Ensure that all incoming reports, including hospital records, consult notes, lab/imaging results, prescription refill requests etc. are addressed in accordance with HCHC's policies and procedures.
- Supervise up to four (4) physician extenders (NP and/or PA), including:
 - ✓ Sign all supervision/ collaborating agreement documents as required by IPA/ medical groups, health plans, county or state programs.
 - ✓ Be available in person or by electronic communication when physician extenders are caring for their patients.
 - ✓ Consult with the NP or PA on unusual or serious cases, or any time the NP or PA feels a problem is being their scope of training or experience. Consultation may include case review, re-examination of the patient, or assumption of direct care.
- Expected patient volume: 20-24 patients per 8 hour shift.
- Other clinical and administrative duties as assigned by COO or Medical Director.

QUALIFICATIONS

- Graduation from an accredited college or university with a degree of MD or DO
- Completion of approved post-graduate training



- Licensed to practice as a Family Medicine Physician in the State of California/ Current unrestricted California Medical License
- Board Eligible or Board Certified in Family Medicine
- Current Basic Life Support (BLS) certification
- ACLS and PALS certification within 12 months of employment
- Current DEA certificate
- At least 2 years clinical experience in Family Medicine. Experience in managed care preferred
- Ability to successfully meet all IPA and internal credentialing requirements prior to employment
- Bilingual (English/Spanish) preferred

PHYSICAL REQUIREMENTS

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.

Hours: HCHC is open Monday – Friday 8am-5pm. This is a Full-Time Exempt position, and the employee is expected to work an 8-hour-day. Specific hours flexible depending on operational needs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HCHC is an at-will employer.

In addition, HCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

Employee Name

Date

Employee Signature