



PHYSICIAN JOB DESCRIPTION

Title	Physician
Department(s)	Clinical
Reports to	Chief Medical Officer
FLSA Status	Exempt

Summary

The physician operates in an integrated health care setting and sees patients independently, in collaboration with mid-level providers and behavioral health consultants and those patients referred by other physicians. The physician will report at least 3,500 patient encounters each year and is expected to operate in the integrated healthcare model in which needs are addressed holistically.

This position requires 24-38 hours/week on site for patient care. An additional 2 hours per week is to be made available for participation in various administrative/clinical meetings and/or clinical planning.

Primary Essential Duties

Essential duties of this position include but are not limited to:

1. Provide complete, comprehensive, family---oriented outpatient care for patients throughout the life cycle, including health examinations and treatment of medical conditions, to include follow---up and any problems detected.
2. To manage acute and chronic illness, develop a plan of care, coordinate care and determine the need for case conference.
3. Make appropriate referrals to both internal disciplines of the clinic and/or external agencies for additional services required.
4. Provide clinic consultation to physicians and mid---level providers as needed.
5. Responsible for accurate, timely documentation in the patient's medical record of patient contacts, case planning and plan of care. All documentation should occur in the patient's electronic medical record.
6. Reviews transitions of care notes from hospital stays, emergency room visits and referrals to specialists.
7. Participate in various administrative/clinical staff meetings to include, but not be limited to, Continuous Quality Improvement Committee, clinic meeting, general staff meetings, case conference/management, and/or administrative meetings as requested.
8. Become familiar with local agencies and build relationships so as to assure good communication and cooperation.
9. Perform other duties, tasks, projects as assigned to meet changing business and clinical conditions and priorities.

Qualifications: Licensure/Certification (as appropriate) & Skills

1. Current CA MD, DO License
2. Board Eligible and Board Certified, preferred
3. Current valid DEA Certificate
4. BLS and PALS certified
5. ACLS certified (preferred)
6. Ability to understand and operate necessary computer equipment and software programs. Must be able to receive, interpret and follow verbal and written instructions. Ability to speak a foreign language helpful, though not necessary. Must be self---motivated.
7. FQHC Experience a plus

8. Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.

Supervisory Relationships

1. Reports to: CMO
2. Supervision-Others: None

Education & Experience

1. Education: Graduate of an accredited school of medicine required.
2. Board Certified, preferred.
3. At least 3 years of experience in a related role outside of their residency.
4. Maintain CME as required for certification renewals.

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. CMWC will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

COVID-19 considerations:

To protect patients and staff, safety precautions have been put in place. We have created an environment which respects and provides proper implementation of Social Distancing we provide PPE for all staff.

We are requiring all staff to be fully vaccinated.

Benefits

CMWC offers employees a comprehensive benefits package with plans that cover our employee's health and welfare, retirement, financial, and wellness needs.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability
- Vacation
- Sick Time
- Paid Holidays
- 403(b) Plan
- Career Development
- Tuition Reimbursement
- Employee Assistance Program (EAP)

Acknowledgement

I have read the above job description and agree to perform the duties and responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities that may be required of me as a Physician.

Employee Signature _____

Date _____

CMWC Representative Signature _____

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.