

**COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.
JOB DESCRIPTION**

EFFECTIVE DATE: June 11, 2018

**POSITION: STAFF PHYSICIAN
REPORTS TO: MEDICAL DIRECTOR
FLSA STATUS: EXEMPT**

JOB SUMMARY

Provides primary and preventive care by diagnosing and treating diseases, injuries, and other disorders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide medical services to the patients of CCHC, inclusive of all functions necessary to provide quality medical care.
- To stabilize and refer when necessary patients presenting to office in need of urgent care regardless of whether the patient falls within the category normally seen by that physician.
- To examine and treat any patient assigned to another provider or assist in the triaging and rescheduling should that other provider be unable to attend or complete their office duties for emergency reasons.
- To complete the patient charts according to the usual accepted standards of the medical practice and according to the specific requirements set forth by the medical record criteria requirements.
- To assist in obtaining lab specimens from their patients should difficulty be encountered in obtaining such specimens.
- To complete administrative projects as assigned by the Medical Director.
- To complete any requirements needed to maintain a medical license, board certification or admitting privileges at the hospital to which they admit their patients.
- To participate in the on-call schedule as set forth by the Medical Director.
- To supervise Nurse Practitioners and Physician Assistants in the area of the physicians specialty.
- To serve as preceptor for medical students, nurse practitioners, physician assistant students, and residents as assigned by the Medical Director.
- To be familiar with and adhere to all of the medical offices policy and procedure manuals.
- Serving as supervisory physician for the mid-level providers regarding clinical issues and State regulatory requirements.
- To participate in any Quality Assurance activities of this medical practice and assist with any audits necessary to complete QA activities or specific program requirements.
- Continually advise administration of any issues that may impact the practice.
- Perform other related duties assigned by the Medical Director.

EDUCATION, TRAINING AND EXPERIENCE

- Graduate from an accredited medical school with a degree of Doctor of Medicine (MD) or Doctor of Osteopathy (DO).
- Completion of an accredited residency.
- Board certification or board eligible in specialty.

- Unrestricted license to practice within California.
- Valid DEA.
- PALS or NRP, ACLS may be required

PATIENT INTERACTION EXPECTATIONS

- Greet patients by name before they greet you
- Personalize the patient's experience
- Set appointment agenda at the beginning of appointment
- Explain to each patient the plan & next steps

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of principles, procedures, methods and techniques of medical and health care.
- Advanced knowledge of principles and practices of medical diagnosis.
- Ability to keep all Medical and DEA License, CME, etc., current.
- Ability to know how to listen, as well as how to explain complicated conditions or procedures to someone with no medical background.
- Must have the analytical skills to review symptoms and test results and determine a diagnosis and appropriate treatment.
- Good interpersonal skills are needed in communicating clearly and compassionately with patients and their families.
- Ability to stay abreast of new techniques, new equipment and be contemporary with the latest medical discoveries.
- Practice using sound medical judgment and adhere to all ethical considerations of the practice of medicine.
- Know limitations and seek consult when advisable.
- Work productivity must demonstrate ability to see a minimum case load of 24 patients per day.
- Effectively work patients into their schedules as the caseload demands and respond to a variety of unforeseen daily circumstances, including emergency care of patients.
- Ability to see patients in a timely and efficient manner, staying reasonably on time for scheduled appointments throughout the day, unless exceptional circumstances occur.
- Ability to find solutions when barriers are identified.
- Strong documentation skills.
- Ability to multi-task and prioritize when needed.
- Ability to independently seek out resources and work collaboratively.
- Ability to read, understand and follow oral and written instructions.
- Experience and work ethics that supports working within a high functioning, team-oriented environment.
- Demonstrates a willingness and ability to work under supervision.
- Ability to develop and maintain good working relationships with staff.
- Ability to use computer and learn new software programs.
- Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management.

- Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
- Possesses ability to communicate effectively, both verbally and in writing.
- Possesses genuine respect for others and acceptance of their individual social and cultural traits.
- Proficient knowledge of Microsoft Outlook.
- Able to travel and attend professional meetings, conferences, trainings and clinic sites.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.
- Performs other related duties as assigned.

PHYSICAL DEMANDS

Position requires prolonged sitting at a computer, some bending, lifting, stooping and stretching. Good eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopy machine, telephone, and other office equipment is also required. Employee must have normal range of hearing and eyesight.

NOTE: The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others

I acknowledge and agree to the terms of the job description:

Employee Name

Date

Employee Signature

Supervisor's Name

Date

Supervisor's Signature