



Kedren Health

Kedren Community Health Center, Inc.

“Kedren...a family of giving, caring, and sharing...for all seasons”

JOB DESCRIPTION: Primary Care Physician		
CLASSIFICATION: Full- Time	FSLA STATUS: Exempt	DEPARTMENT: Primary Care
LAST REVISION DATE:	REPORTS TO: Chief Medical Officer	SUPERVISES: None

POSITION OBJECTIVE/SUMMARY:

Under the direction of the Chief Medical Officer, provides continuing, comprehensive health wellness, preventive and medical care to adults and children. Coordinates and manages the care of these vulnerable patients and that they receive optimal care, including acute illness management, chronic disease management, and preventive care. Follows established departmental policies, procedures and objectives, continuous quality improvement objectives, and other control standards. Works with other healthcare providers and nonmedical personnel, as well as, participates in quality assurance, quality improvement, peer review and special projects.

REQUIRED SKILLS AND QUALIFICATIONS:

Possession of a Doctor of Medicine (M.D.) Degree and a valid license to practice medicine issued by the State of California Medical Board with no pending or previous disciplinary action from any state licensing entity. Must have board certification or eligibility in a primary care specialty (Internal Medicine or Family Medicine); current DEA license and BCLS certification. Clinical experience in a Federally Qualified Health Center (FQHC) or with medically underserved populations with progressively responsible experience in management, coordination, planning and evaluation preferred. Experience in medical administration, utilization review and quality management. Experience in implementing meaningful use indicators: familiarity with requirements and processes to become PCMH Certified. Experience working with electronic health records, preferably eClinicalWorks. Must be eligible to participate in Medicare, Medi-Cal, F-Pact, and other federal health programs. Provider must possess a National provider Identification (NPI) number and a valid CPR Certificate. On-Call (by phone only) duties are required.

ESSENTIAL JOB FUNCTIONS:

- Manages and maintains a program of comprehensive health for the patient, to include preventive medicine and community health
- Assist patients with chronic conditions in navigating and accessing all levels of chronic care services, including quality care and health educations
- Prepares and reviews medical histories and obtains data through interviews
- Examines patients, formulates diagnostic testing. Interprets examination findings and test results, and implements treatment plans
- Prescribes and assesses effectiveness of pharmaceuticals, other medications, and treatment regimens as appropriate for patient medical conditions.
- Determines need for consultation and assists in medical care and treatment provided at the direction of

other specialists

- Timely and ongoing communication with the PCP and practice team to identify highest risk patients and to maximize the management of patient needs and related risk reduction.
- Observes that communications with patients are culturally and linguistically responsive
- Interviews patient, obtains patient history, updates all information and documents in EHR, according to standards
- Responsible for coordinating medical care with internal and external medical specialties as needed
- Ability to supervise, advise, and train clinical professionals and/or students in area of expertise as well as a variety of health related topics, including first aid measures, basic, and advanced health care maintenance.

PHYSICAL DEMANDS AND ENVIRONMENTAL REQUIREMENTS:

EXPECTATIONS:

1. In conjunction with Kedren Community Health Center, and other senior management, responsible for full compliance with FQHC grant requirements
2. Assists with planning and coordination to evaluate medical activities at the Kedren Community Health Center
3. Works in collaboration with the Chief Medical Officer, QM department, and other clinical staff to develop, establish and implement clinical protocols, clinical policies and procedures and quality assurance/improvement plans
4. Participates in establishing and implementing standards of medical service and advises the Chief Medical Officer on medical and administrative questions and policies as they relate to medical practices.
5. Conduct medical visits for at least 20 patients per full clinic day on average
6. Investigates new medical procedures and techniques

IMPORTANT DISCLAIMER NOTICE:

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

ACKNOWLEDGEMENT:

I have read and understand essential functions/physical/mental requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand the Mission, Vision, Goals and Commitment to Process Improvement. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment. I accept the position as defined in this job description.

Supervisor's Signature:	Date:
Employee Signature:	Date: