



Community Health Center

## PRIMARY CARE PHYSICIAN

### JOB SUMMARY:

Within the scope of licensing, training, credentialing, and privileging, the Primary Care Physician is a generalist physician who provides definitive care to the undifferentiated patient at the point of first contact and takes continuing responsibility for providing the patient's care. Such a physician must be specifically trained to provide primary care services. Primary care physicians devote the majority of their practice to providing primary care services to a defined population of patients. The style of primary care practice is such that the personal primary care physician serves as the entry point for substantially all of the patient's medical and health care needs - not limited by problem origin, organ system, or diagnosis. Primary care physicians are advocates for the patient in coordinating the use of the entire health care system to benefit the patient. The Primary Care Physician prescribes, administers, or recommends treatment, medication, and other specialized medical care (including referrals to other providers) to treat or prevent illness, disease, or injury.

### ESSENTIAL TASKS:

1. Reviews medical history of patients referred for treatment.
2. Conducts medical examinations of patients.
3. Prescribes, recommends, and administers treatments.
4. Discusses patient's condition, treatment, and prognosis with family members and caregivers and answers their questions, and instructs patients and/or families on treatment plans;
5. Provides information or consultation to promote wellness or prevent onset or worsening of health-related disorders;
6. Record patient information, diagnosis, prescriptions, treatments, and patient response to treatment and medication in the patient's health record.
7. Reviews patient records, assures that treatments are appropriate and within normal parameters for the diagnoses, and assures that records are properly maintained.
8. Consults to other Center providers.
9. Requests consultation when: (a) diagnosis and/or management remain in doubt over an unduly long period of time, especially in the presence of a life threatening illness; (b) unexpected complications arise which are outside this level of competence; and (c) specialized treatment or procedures are contemplated with which they are not familiar;
10. Immediately reports any discovered or suspected fraud, waste, or abuse of Health Center funds to the Medical, Program, or Executive Director.
11. Participates in the Center's Continuous Quality Improvement Program, which includes but is not limited to.
12. Immediately reports any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Administrative Manager or Program Director;
13. Pursues a continuing program to maintain or enhance competency as a physician; maintain high levels of current knowledge about new developments in medicine related to primary health care; and



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14. Performs other job-related duties that may be assigned.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

1. Licensed as a physician ((MD or DO) by New York State.
2. Board certification in family or general medicine or other medical specialty or completion of a training program approved by an American certifying board for entrance into their certifying examination.
3. Unrestricted ability to participate in Medicare, Medicaid and other insurance reimbursement programs.
4. Current DEA certification without restriction.
5. Demonstrate clinical excellence with compassion and care.
6. Experience in family practice preferred.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of evidence-based and best practices in general medicine and specialty area.
2. Ability to establish effective working relationships with a variety of people at all levels of the organization.
3. Ability to work with diverse individuals.
4. Ability to interact with patients, staff, and other stakeholders in a respectful, professional, and tactful manner.
5. Ability to make reasonable and sound evaluative judgments.
6. Ability to use a computing device and electronic health record software.
7. Demonstrate professional and business-like in appearance and demeanor.
8. Demonstrate sound problem-solving and decision-making ability.
9. Demonstrate skill in planning and organizing work, managing time and meeting commitments.

*This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. This position description is reviewed and revised to meet the changing needs of the agency at the sole discretion of the Board of Directors.*