



JOB DESCRIPTION

JOB TITLE: Cardiologist

FORMER HCC TITLE: N/A

FLSA STATUS: Exempt

IMMEDIATE SUPERVISOR: Medical Director

POSITIONS SUPERVISED: None

JOB SUMMARY:

Within the scope of licensing, training, credentialing, and privileging, the Cardiologist diagnoses, treats, and manages patients with heart and blood vessel conditions, including coronary artery disease, heart arrhythmia, high blood pressure, peripheral arterial disease and heart failure. The Cardiologist prescribes or administers therapy, medication, and other specialized medical care (including referrals to other providers) to treat or prevent cardiovascular illness, disease, or injury.

ESSENTIAL TASKS:

1. Reviews medical history of patients referred for treatment.
 - 1.1. Confers with referring physician and other medical practitioners about a patient;
 - 1.2. Assures that referrals are in order and consistent with the patient's history and possible or confirmed diagnosis.
 - 1.3. Reviews medical records, including the results of prior examinations and tests.
 - 1.4. Participates in case reviews.
2. Conducts medical examinations of patients.
 - 2.1. Clarifies information in medical history with patient.
 - 2.2. Examines patient by conducting physical examinations and recording results.
 - 2.3. Takes or orders blood tests, imaging and other tests to supplement the examination and to assist in evaluating patient signs, symptoms, and problems.
 - 2.4. Makes or confirms diagnosis of patient problems.
 - 2.5. Confers with attending physician to discuss findings and to plan a course of treatment consistent with medical history and other patient requirements.
 - 2.6. Discusses findings of examinations and tests with patient and caregivers and recommends and prescribes treatment and approaches to improve health and well-being.
 - 2.7. Administers treatments and prescribes medications and other treatments to treat illnesses and health problems.
 - 2.8. Conducts follow-up examinations and tests to determine benefits of treatment programs and patient condition and revises treatment in response to findings.
 - 2.9. Records patient information, diagnosis, prescriptions, treatments, and patient response to treatment and medication.
 - 2.10. Discusses patient condition, treatment, and prognosis with family members and caregivers and answers their questions.



- 2.11. May refer patients to community physicians and health facilities.
3. Reviews patient records, assures that treatments are appropriate and within normal parameters for the diagnoses, and assures that records are properly maintained.
4. Provides outpatient chronic disease management for patients with cardiovascular disease.
5. Provides information or consultation to promote wellness or prevent onset or worsening of cardiovascular disorders and instructs patients and/or families on treatment plans.
6. Immediately reports any discovered or suspected fraud, waste, or abuse of health center funds to the Office Manager or Medical Director.
7. Immediately reports any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Office Manager or Medical Director;
8. Pursues a continuing program to maintain or enhance competency as a physician; maintain high levels of current knowledge about new developments in medicine and within this medical specialty; and
9. Performs other job-related duties that may be assigned.

PHYSICAL ACTIVITIES AND REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

1. The physical activity of this position includes:
 - 1.1. Standing: Remaining upright on the feet, particularly for sustained periods of time.
 - 1.2. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work area to another.
 - 1.3. Stooping: Bending body downward and forward by bending spine at the waist.
 - 1.4. Kneeling: Bending legs at knee to come to a rest on knee or knees.
 - 1.5. Crouching: Bending the body downward and forward by bending leg and spine.
 - 1.6. Reaching: Extending hand(s) and arm(s) in any direction.
 - 1.7. Fingering: Typing on a computer keyboard and cell phone;
 - 1.8. Grasping: Applying pressure to a computer mouse and cell phone with the fingers, palm or whole hand.
 - 1.9. Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers during examinations or inputting data into a computer.
 - 1.10. Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
 - 1.11. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
2. The physical requirements of this position include sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The position involves sitting most of the time. Walking and standing are required only occasionally.



3. Close visual acuity to perform activities such as: Conducting physical examinations; entering data into a computer terminal; viewing a computer terminal; extensive reading.
4. Environmental conditions for this position include:
 - 4.1. Inside environmental conditions: Protection from weather conditions and but possibly not from temperature changes.
 - 4.2. Possible exposure to infectious diseases and materials.
 - 4.3. Possible contact with people with impaired self-control related to psychiatric or intellectual disabilities and co-occurring substance abuse disorders.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Licensed as a physician ((MD or DO) by New York State.
2. Board certification in Cardiology or completion of a training program approved by the American certifying board for entrance into their certifying examination in the specialty of Cardiology.
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 community medicine preferred.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of evidence-based and best practices in general medicine and cardiology.
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.

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