

JOB DESCRIPTION

TITLE: FAMILY PRACTICE PHYSICIAN
REPORTS TO: CHIEF EXECUTIVE OFFICER
STATUS: PART-TIME/EXEMPT

DEFINITION:

The Family Practice Physician (Physician/MD/OD), provides primary and continuing medical care for patients seen at the Brighter Beginnings Family Health Clinics (BBFHC). Physicians take account of physical, emotional and social factors when diagnosing illness and recommending the required treatment. Patients may be referred to hospital clinics for further assessment and possibly for treatment, working with the Brighter Beginnings Family Health Clinic providers to ensure quality outcomes.

QUALIFICATIONS:

EDUCATION AND LICENSURE

1. Licensed by the State Board of Medical Examiners to practice medicine in the state of California.
2. Certified by an appropriate American Medical Specialty Board (preventive medicine, family practice, pediatrics or internal medicine) Preferred.

RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES OF FAMILY PRACTICE PHYSICIAN:

Typical work activities include:

- Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral to secondary and tertiary care as appropriate;
- Maintain patient confidentiality in accordance with HIPAA regulations.

- Organize preventative medical programs for individual patients;
- Provide specialist clinics for specific conditions or for certain groups, e.g. diabetes, pregnancy and post-partum, pediatrics;
- Meet targets set by federal agencies for specific treatments, such as child immunizations;
- Use Electronic Health Records to keep track of patient visits, billing, and clinical outcomes;
- Keep up to date with medical developments, new drugs, treatments and medications, including complementary medicine;
- Observe and assess the work of other providers in the clinic.
- Participate in quarterly clinical chart review studies in order to enhance patient outcomes.
- Review any medical records as requested by providers for quality care and treatment issues.

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- Respond to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate;
- Maintain patient confidentiality in accordance with HIPAA regulations.

- Commissioning healthcare by liaising with medical professionals in the community and hospitals;
- Promote health education in conjunction with other health professionals;
- Organize preventative medical programs for individual patients;
- Provide specialist clinics for specific conditions or for certain groups, e.g. diabetes, pregnancy and post-partum, pediatrics;
- Meet targets set by the government for specific treatments, such as child immunizations;
- Discussing the development of new pharmaceutical products with pharmaceutical sales representatives;
- Manage resources to service targets as effectively as possible, for example, using Choose and Book, the national electronic referral service;
- Use Electronic Health Records to keep track of patient visits, billing and clinical outcomes;
- Keep up to date with medical developments, new drugs, treatments and medications, including complementary medicine;
- Observe and assess the work of other providers in the clinic.
- Participate in quarterly clinical chart review studies in order to enhance patient outcomes.
- Review any medical records as requested by providers for quality care and treatment issues.
- Maintain a portfolio of continuing professional development (CPD) activities.
- Complete medical charts and bill timely.
- Provide indirect patient care through collaboration with providers by phone or in person and be available for consultation by electronic communication at all times.
- Assist in reviewing on all practice protocols for nurse practitioners and clinic policies and procedures.
- Participate in quarterly clinical chart review studies in order to enhance patient outcomes.
- Review any medical records as requested by providers for quality care and treatment issues.
- Will report concerns regarding quality assurance or practice issues to CEO and Clinical Manager.
- In coordination with the health management team, initiate and develop special clinics and programs to meet the needs of the community including diabetes, asthma or other chronic disease management programs.
- Establish and maintain understanding and cooperation with local organizations toward effective community health.
- Provide direct leadership for Quality Assurance, Utilization Review and Medical Advisory Committees.

SUPERVISORY RESPONSIBILITIES

This position might supervise NPs.

OTHER JOB REQUIREMENTS

This job requires the passing of a background check, a negative TB test or clear chest x-ray (less than 1 year old), Physical Exam (less than 6 months old), provide updated vaccination records, Hepatitis B vaccination, annual flu vaccination, and maintain a current BLS card.

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WORKING CONDITIONS: Occasional exposure to disagreeable odors, fumes or air borne particles, communicable diseases. This position involves exposure to infectious wastes such as blood and body fluids that mandate the wearing of gloves, masks, gowns and goggles for every actual or potential exposure. Potential for strains and injuries due to equipment/patient causes. The noise level is usually moderate.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” essential job functions
2. Work is normally performed in a typical clinic/office work environment, with typical office noise and other disruption.
3. Extended periods of standing and sitting are required
4. Various types of clinical equipment and office supplies are used to accomplish the job requirements
5. Required to drive to other work sites for meetings, conferences, etc.