**Reports To:** Clinical Director

**Job Summary:** The Physician provides medical care to all age groups in accordance with the [State] Department of Licensing and professional scope of practice. In addition, the Physician provides diagnostic and therapeutic medical services to CHC patients, while making reasonable and sound medical assessments and treatment plans. The Physician provides low risk obstetric care, including prenatal care, routine deliveries, and post partum care.

**Minimum Qualifications:**

**Knowledge, Skills, & Abilities:**

* Reads, speaks, understands and writes proficiently in English.
* Independent and self-directed.
* Works effectively in a team environment.
* Organizes, prioritizes, and coordinates multiple activities and tasks.
* Works with initiative, energy and effectiveness in a fast-paced environment.
* Remains calm and effective in high pressure and emergency situations.
* Problem-solves with creativity and ingenuity.
* Knowledge of medical terminology.
* Proficiency in the use of Microsoft Office applications; Word, Excel and Outlook.
* Bilingual skills preferred.

**Education:**

* High school graduate or equivalent.
* Doctor of Medicine (MD) or Doctor of Osteopathy (DO) from an accredited School of Medicine or Osteopathy.
* Completion of an accredited residency program in area of practice (e.g., family practice, internal medicine, or pediatrics).
* Education and training in specialized care such as family practice, internal medicine, pediatrics, obstetrics and prenatal preferred.

**Experience:**

* Not less than a 0.5 Full Time Equivalent (FTE) of patient care within field of training within the past year.
* CPT-4 coding experience preferred.
* ICD-9 coding experience.
* Healthcare information systems, such as electronic health record and practice management systems experience.
* Experience in a multiple provider medical practice.
* Working with low income, multi-ethnic populations.

**Credentials:**

* Physician license (MD/DO) with the [State].
* Board eligible/Board certified by the American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) in Family Practice, Internal Medicine or Pediatrics. Board certification - must be obtained within one year from date of hire.
* DEA controlled substances registration.
* Hospital privileges - must be obtained within 60 days of employment.
* Basic Life Support for Healthcare Providers (CPR/AED) certification - must be obtained within 90 days of employment.
* Successful completion of CHC’s credentialing and privileging review upon hire and recredentialing as appropriate.

**Essential Functions/Performance Expectations:**

The essential functions and performance expectations described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be required to perform other functions as assigned, which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions and performance expectations.

**Job-Specific Functions/Performance Expectations:**

* Provides medical care to all age groups in accordance with the State of Washington Department of Licensing and professional scope of practice.
* Provides diagnostic and therapeutic medical services to CHC patients. Makes reasonable and sound medical assessments and treatment plans.
* Obtains complete medical history and physical data from patients.
* Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures as needed.
* Orders appropriate laboratory and diagnostic procedures.
* Interviews and advises patients regarding health and illness prevention. Recommends community resources to meet patient and family needs.
* Instructs patient and family regarding medications and treatment instructions. Promotes medical care through direct patient care and education.
* Identifies special needs of CHC patients and works with staff to address those needs.
* Participates in Quality Improvement and Utilization Management programs and activities.
* Documents encounters in an accurate and timely manner.
* Provides therapeutic intervention following accepted guidelines or protocols.
* Coordinates delivery of care with appropriate clinical staff to ensure quality of care is met.
* Provides low risk obstetric care, including prenatal care, routine deliveries, and post partum care.
* **General Functions/Performance Expectations:**
Time Management: Manages, plans and adjusts work time to effectively complete work responsibilities. Completes tasks and assignments by scheduled due dates; allocates time to various tasks and assignments in accordance with priorities; informs supervisor when schedule problems occur.
* Attendance: Adheres to standards of attendance, including rest and meal breaks, punctuality and time off. When absent or late, notifies supervisor in a timely manner before start of scheduled shift.
* Customer Service: Adheres to customer service standards by meeting the needs of internal and external customers through professional interactions.
* Teamwork: Interacts well with coworkers and supervisor in an appropriate and reliable manner and contributes to the team effort. Coordinates activities appropriately and effectively and seeks assistance, guidance and counsel from others as needed. Shows sensitively to and concern for the interests and needs of others. Negotiates with others.
* Communication: Speaks clearly, concisely and using words easily understood; exchanges ideas with others and listens with the intent to understand. Writes for the appropriate audience with clear and appropriate skill.
* Quantity of Work: Generates work in quantities sufficient to meet the needs and expectations of the position and organization.
* Quality of Work: Completes work thoroughly, accurately, neatly and concisely.
* Attitude: Assumes responsibility for work without being told; Willing to accept assignments. Contributes to a positive organizational culture and morale. Works to reduce conflict and establish good working relationships with others.
* Professionalism: Maintains positive, constructive, collaborative, cooperative, professional, friendly and respectful working relationships with coworkers and supervisor. Keeps behaviors, communications and other outward expressions regarding CHC in a positive manner. Meets the expectations of dress and appearance standards.
* Staff Development: Completes mandatory education and training courses in a timely manner. Seeks out additional educational opportunities to continuously improve skills, education and knowledge.

**Working Conditions and Environment:**

The working conditions and environment described here are representative of those an employee encounters while performing the basic functions of this job. An employee may be exposed to other working conditions and/or environment which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions and performance expectations of this job.

1. Employee generally works within the interior of a healthcare clinic/office environment. Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. Hours of operations and specific staff scheduling may vary between worksite based on operational need.
2. The general environment is clean with a comfortable temperature and moderate noise level. Employee may be required to use computers and other office equipment and participate in communication through typing, reading, writing, telephones etc.
3. Employee is subject to contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Other work activities involve contact with staff members, the general public and government representatives under all conditions and circumstances.

**OSHA Category:** Employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals. CHC will provide to the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus and that the company will make available, free of charge, the hepatitis B vaccination.