

**JOB DESCRIPTION: Physician**

**EMPLOYEE CLASSIFICATION**: **Exempt/Full-time or Part-time**

**REPORTS TO: Chief Medical Officer**

**SUPERVISES: Functional supervision of nursing and clinical staff**

**SALARY RANGE**: ***Commensurate with experience***

**Position Summary:**

The Physician is a member of a health care team, which includes, a provider, a behavioral health consultant, a licensed practice nurse (LPN), a registered medical assistant (RMA), a care coordinator, and a patient service representative (PSR) that have been assigned a panel of patients. Physician delivers ambulatory care services and inpatient services, if applicable according to a Patient Centered Medical Home Model. May serve as attending faculty for residency training programs. Participates in quality improvement activities. Assumes responsibility for delivery of services consistent with PCMH standards. Participates in the development of the health care plan; makes recommendations in regards to health services/programs to be offered, delivery sites, and hours of operation.

**Responsibilities and Essential Functions:**

***Delivery of Medical Care* –**

* Provides direct patient care to ambulatory patients and inpatients, if applicable.
* Identifies needs of the individual, family or community as a result of the evaluation of the collected data.
* Provide professional oversight for advanced practice nurses’ collaborative practice agreements.
* Serves as a resource for consultation and referral for providers from other disciplines.
* Ensures continuity of care for services for inpatient admissions.
* Initiates and supports efforts to promote wellness concepts and self-responsibility for health.

***Management of Quality of Medical Care -***

* Participates as the team leader in the key components of the PCMH Model
* Participates in the development of a quality improvement system incorporating process and quality outcome indicators as specified by KTCH’s quality improvement plan
* Participates in development and maintenance of medical care protocols and procedures.
* Participates in quality improvement studies.
* Participates in review of patient satisfaction surveys and in resolving patient complaints.

***Operational Efficiency of Organization -***

* Participates in utilization management and risk management activities.
* Supports diagnostic and E&M coding accuracy, adherence with the corporate compliance plan, attainment of productivity targets, and claims preparation for third party reimbursement.

***Administrative Activities -***

* Participates in recruiting providers.
* Attends all mandatory provider meetings. May attend other specialty practice meetings.
* Participates in the development of the medical expense budget and supports delivery of services within budgetary guidelines.
* Participates in peer to peer review process.
* Participates in information system planning.
* Assists in development of clinical staffing plans.
* Serves as collaborator for nurse practitioners.
* Supports medical director and leadership team through sharing of knowledge and expertise for clinical processes and procedures.

***Community Outreach -***

* May participate in community activities that support the mission of Katy Trail Community Health.
* Serves as participant in any planned fundraising activities.

**Minimum Qualifications:**

* Graduate of an accredited school of medicine and licensed as a physician in the State of Missouri.
* Experience in practice and in serving patients from low-income economic status.
* Board-certified or Board Eligible.
* Active or Associate privileges at a local hospital.
* Demonstrated professional commitment to providing services to medically under-served persons and the PCMH model of care.
* Ability to communicate effectively both orally and in writing.
* Computer literate in electronic mail, word processing, and office management system software.
* Adequate vision, sight, speech and hearing to meet core duties of the position. Ability to reach, stoop, walk, and lift 25 pounds.
* Must have the ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
* Ability to perform procedures as outlined per Katy Trail Community Health’s clinical checklist.

**OSHA BLOODBORNE PATHOGEN EXPOSURE:**

Category I

**JOB CLASS**

**The Center** reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

I have read and understand the job description.

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Employee Signature

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Signature Date

EMPLOYEE ACKNOWLEDGEMENT

I understand that in the course of my employment with Katy Trail Community Health, Inc., I may have access to or become aware of confidential medical/wage/disciplinary and/or personal information concerning patients, families, and/or co-workers at the sites operated by Katy Trail Community Health. I understand that this information has been obtained and recorded for the purpose of the patient’s medical treatment and/or personnel documentation, etc. I agree that I will use this information only for the purpose of my job responsibilities and that under no circumstances will I disclose any information about any patient or co-worker to any unauthorized person.

I also understand that any violation of this policy may be grounds for termination of my employment with Katy Trail Community Health.

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Employee Name (Printed) Employee Signature

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Date