HOPE CLINIC
a community health center

JOB DESCRIPTION

POSITION TITLE:	Family Physician
LOCATION:	HOPE Clinic
REPORTS TO:	Medical Director
EDUCATION:	Doctor of Medicine (MD or DO)
WORK EXPERIENCE:	Minimum of 3 years experience preferred.
SALARY:	Based on experience
FLSA STATUS:	Exempt
POSITION TYPE:	Full-Time
LANGUAGE:	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is preferred

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political opinion, national or social origin, etc.

JOB SUMMARY:
Examine and treat patients with a wide range of conditions and refer those with serious ailments to a specialist or appropriate facility. Typical job duties include taking patient histories, performing or requesting diagnostic tests, making diagnoses, prescribing treatment, administering vaccinations and performing follow-up examinations, as well as educating patients in disease prevention and health maintenance. Additional duties include preparing medical records, clinical reports and correspondences.

MAJOR DUTIES & RESPONSIBILITIES:

- Provide quality care to patients according to clinical medical protocols and funding source guidelines;
- Examine, diagnose and treat patients of all ages;
- Collect, record, and maintain patient information such as medical history, reports and examination results;
- Order appropriate laboratory and diagnostic procedures;
- Perform a complete physical exam and records findings;
- Interpret and integrate data to determine appropriate diagnostic and therapeutic procedures as needed;
- Synthesize data to determine diagnosis and therapeutic plan utilizing principles of prevention;
- Immunize patients to protect them from preventable diseases;
- Collaborate with providers in managing acute and long-term medical needs of patients;

- Promotes health by advising patients concerning diet, hygiene, and methods for prevention of disease;
- Instruct patients and family regarding medications, treatment instructions, and provide patient education;
- Maintain and review patient records, charts, other pertinent information, post tests and examination results;
- Triage patient telephone calls and provide consultation;
- Manage medical and surgical emergencies;
- Provide monitoring and continuity of care between visits;
- Refers patients to medical specialist for consultant services when necessary for patient's well-being;
- Have a working knowledge of ICD10, CPT and HCPCS coding and managed care, and be available for training as necessary;
- Supervise medical assistants and lab personnel in area of specific support services for patient care delivery;
- Provide medical assistance to other Physicians and mid-level providers as necessary;
- Participate in after hour care, to include patients calls;
- Supervise assigned mid-level providers as needed;
- Train, mentor, and supervise students, residents and clinical support staff, as appropriate;
- Participate in afterhours call rotation and Saturday clinic rotation;
- Be flexible to work at other HOPE Clinic sites as needed;
- Attend required meetings and participates in committees/pilot projects as requested;
- Participate in professional development activities and maintain professional affiliations;
- Follow the Federal and/or State guidelines related to the Health Insurance Portability and Accountability Act (HIPAA);
- Participate in peer review, quality assurance, provider meetings, and other clinical meetings;
- Perform minor surgical procedures;
- Assist in updating protocols and principles of practice as requested;
- Prescribe medication in accordance with Texas statue and professional practice guidelines;
- Use oral and written communication skills to effectively convey ideas in a clear, positive manner that is consistent with the HOPE Mission;
- Deliver care appropriate for an outpatient, primary care FQHC with a multicultural, multilingual patient population;
- Comply with the regulations and policies required of a FQHC;
- Perform other duties as assigned to support HOPE Clinic Vision, Mission, and Values.

QUALIFICATION REQUIREMENTS:

- Successful completion of an accredited Family Medicine Residency with 3 or more years of experience;
- Current D.E.A certificate;

- Previous experience in a hospital and/or clinic setting;
- Understanding of Texas mandated reporting laws;
- Ability to relate to culturally diverse patients and communities;
- Keep up with CME requirements for Texas License and Board Certification;
- Proof of COVID-19 Vaccine.

EDUCATION and/or EXPERIENCE:

- Doctor of Medicine (MD or DO);
- Current board certification by the American Board of Family Medicine (ABFM) or the American Osteopathic Board of Family Medicine (AOBFM);
- Experience working in Family Practice environment, community health experience preferred;
- Valid Texas State Medical License.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Bilingual (Vietnamese, Chinese, Arabic and/or Spanish with English) is preferred;
- Above average skills in language ability as well as public speaking and writing;
- Must have good transportation and a valid Texas Driver's license.

LEADERSHIP RESPONSIBILITIES:

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff or students.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Work tasks may or may not be complex, non-routine, non-structured and guided by established policies and procedures. Independent clinical judgment is required outside of making basic choice in the selection and application of established methods.

PROBLEM SOLVING:

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with patients, own supervisor and coworkers in own and other departments.

IMPACT OF DECISIONS:

Follow rules and procedures. Decisions can have enormous impact to HOPE Clinic.

PATIENT RELATIONSHIPS:

Follow through with patient inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting (up to twenty pounds) is required.
- Ability to uphold the stress of assisting patients of diverse backgrounds.
- Regular, predictable attendance is required.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures.

HOPE Clinic is a smoke free and drug-free workplace in compliance with federal guidelines.

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Signature Date

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Full Name - Printed