

P.O. Box 1490
Boone, N.C. 28607
828-406- 192

Care Team Physician:

PROVIDER JOB DESCRIPTION

I. BACKGROUND:

Medical training for family practice, general practice or other primary care practice orientation, with understanding, interest in and commitment to preventive and community health.

II. PROVEN EXPERIENCE REQUIRED: MD or DO degree from an accredited medical school, residency trained and Board Certified in area of medical specialty (or Board Certification eligible). Active and unencumbered license to practice medicine in the State of North Carolina.

III. RESPONSIBILITIES:

- A. Examine and treat patients in the office.
- B. Refer patients for specialist services, as required.
- C. Provider will answer telephone calls from HCCH's Nurse Triage when scheduled.
- D. Maintain electronic medical records.
- E. Review lab, x-ray, and emergency reports daily and supervise medical support personnel.
- F. Provide back-up, supervision and development of standing orders for provider extender.
- G. Participate in special screening, training, and community outreach activities as determined.
- H. Develop cooperative arrangements with other health providers in the area.
- I. Participate in the drafting of medical policies in conjunction with HCCH Medical Director, C.E.O., and board representatives.
- J. Ensure appropriate coding for billing purposes
- K. Performs all other duties as assigned
- L. Maintain ability to order testing with a local hospital.
- M. Promotes goodwill among and between HCCH employees
- N. Maintain respectful and open dialogue with HCCH leadership
- O. Conducts physical exams, assesses health status, orders and interprets tests, prescribes medications, and treats illnesses including giving injections and suturing wounds..
- P. Leads the clinical care team in adhering to Patient Centered Medical Home model of whole person care, collaborating with the Behavioral Health Consultant, Patient Resource Specialist, interpreters and nursing staff.
- Q. Monitors therapies and provides continuity of care.
- R. Triage patient calls and evaluates patient problems. Responds to emergencies including use of CPR.
- S. Counsels patient/family on preventive health care.
- T. Documents patient information and care in electronic medical record in accordance with HCCH policy for timeliness of completion and may maintain department statistical database for research purposes.
- U. Maintains a set daily schedule and sees all patients scheduled, including walk-ins. Understands that HCCH owns and controls the patient schedule.

- V. Leads daily team huddles and attends and actively participates in weekly treatment team meetings.
- W. Completes “warm handoffs” to activate Patient Health Specialist, Patient Resource Specialist and other team members as appropriate

Role on Care Team: The physician oversees all aspects of patient care. He/she will work closely with the other members of the care team to ensure the best patient care possible. The physician will complete health assessments, make and/or confirm diagnoses, provide referrals to specialists as necessary and may write or refill prescriptions for medications. The physician works closely with the Patient Health Specialist, Patient Resource Specialist and other support and nursing staff to stay informed about patients’ treatment progress and collaborates on care. He/she will also consult with the team psychiatrist or other medical specialists if there are questions about the best treatments for the patient.

Additional Performance Requirements:

1. Maintains a positive attitude
2. Is patient centered in daily routines and duties, diligent to serve the best needs and conveniences of the patient to the greatest extent possible
3. Maintains flexibility sufficient to meet the needs of the organization and patient care
4. In recognition that HCCH is one large organization with multiple locations, collaborates and cooperates with all HCCH staff throughout the larger organization in service of the greater good.
5. Interactions with patients and staff are polite, professional, respectful and culturally sensitive
6. Provider agrees to participate in a team based care model and engage in quality initiatives that work toward improving, meeting or exceeding selected national benchmarks and value based care indicators. Adheres to all standing orders and follows HCCH protocols for standards of care.
7. Ensures all lab, imaging and test results are communicated to each patient within timeframes set forth in policy.
8. Meets productivity requirements as directed by HCCH

Job performance, including commitment and competency, is evaluated through review of quality metrics, observation, consultation, reports, surveys, adherence to standards of care and other pertinent sources of information.

Training Requirements:

Patient Centered Medical Home Orientation
 CPR certification
 HIPPA Compliance
 OSHA
 Motivational Interviewing and SBIRT model
 New Employee Orientation
 Annual training reviews
 Trauma Informed Care
 Cultural Sensitivity & Workplace Diversity
 Motivational Interviewing
 Other trainings as identified by HCCH

III. JOB FACTORS:

Physical Requirements: Requires considerable physical effort most of the day. Requires squatting, kneeling, reaching, twisting, walking, and sitting for long periods of time.

Mental Requirements: Must be able to make sound judgment based on assessment and data available and act accordingly. Must be able to be flexible, innovative, and work independently. Must possess good interpersonal skills and ability to prioritize multiple functions or tasks.

Hours: Must be able to work a flexible work schedule including week days, some weekends, evenings, and holidays if needed.

IV. SUPERVISORY RELATIONSHIPS:

- Responsible for medical support personnel (**NP and PA**) regarding patient care.
- Responsible to the Medical Director for clinical concerns and to the C.E.O. for administrative issues.
-

PROFESSIONAL STANDARDS: The Provider shall devote his/her best professional skill and services in practicing medicine in accordance with the customary rules of ethics and conduct set forth by the North Carolina Board of Medical Examiners. The Provider will comply with the bylaws, rules, and regulations of HCCH.

I have read and understand this job description and certify that I can perform all the essential functions of this job. I have received a copy of the job description.

Employee Signature _____ Date _____

*HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HCCH conducts background checks on all final candidates.