

**COMMUNITY HEALTH CENTER OF FRANKLIN COUNTY
POSITION DESCRIPTION**

JOB DESCRIPTION	
POSITION TITLE:	Primary Care Physician
POSITION SUMMARY:	Working closely with a primary care team providing patient care in office based and outreach settings as needed using a patient-centered medical home framework to a unique patient panel.
REPORTS TO:	Medical Director (CMO)
FLSA STATUS:	Exempt

ESSENTIAL FUNCTIONS:

1. Provides the full range of services within the standard of preventive and primary care to all patients without regard to their insurance status or ability to pay for care, with primary responsibility for the care of a unique panel of 1,500 -1,800 patients per FTE (panel size pro-rated for part-time employment). Full panel size is achieved by second anniversary of date of hire.
2. Attends health center staff clinical team meetings as scheduled. Participates in discussions to establish practice standards, quality assurance/improvement objectives and activities. Assists to formulate and subsequently follows all health center policies and protocols. Prepares and presents didactic teaching material to other health center clinical team members on a regular, rotating basis.
3. Coordinates care of patient panel with primary care nurse teammate assigned to the same patient panel. Ensures that patients understand all treatments and procedures while providing health care. Maintain effective relationships with patients without cultural differences while dealing with patients. Provide advice to patients regarding disease prevention and health promotion.
4. Sees an average of 9 adult patients per scheduled patient care session in 20-minute appointment blocks, or 12 pediatric patients per session in 15-minute appointment blocks or double appointment blocks (40-minute sessions for adults or 30-minute sessions for pediatric patients) are used for comprehensive new patient visits, annual comprehensive periodic health evaluations (annual physical exams) conjunction with primary nurse.

5. Refers patients appropriately to health center's internal clinical programs, including dentistry, tobacco treatment, clinical nutrition, mental health; makes appropriate external referrals to specialty providers based on clinical need of individual patients.
6. Per all primary nurse triage decisions, provides coverage for group practice patients during partners' time away from the office (including paid time off, scheduled and unscheduled days off)
7. Documents all patient care (including face to face encounters and telephone conversations with patients, consultants and hospital staff) appropriately and legibly in the medical record per health center protocols. This includes the following: primary care flow sheet and face sheet with problem list, medication list, allergies and alerts (including code status); specific orders, including indication or diagnosis, for all medical advice, diagnostic testing, treatments, referrals and medications prescribed (including specific dose, route, frequency, number dispensed and refills, including for sample medications); a progress note or procedure note corresponding to every order; all pages of progress notes legibly written, dated and signed including at minimum all elements of "SOAP" format for face-to-face encounters. For comprehensive visits, documentation includes chief complaint, history of present illness, past medical or interval history (including tobacco status), current or interval medications, allergies, relevant or interval family and social history (including health status of first degree relatives, current household members, education and occupation), relevant review of systems and physical examination, and problem-based assessment and plan. Approved history and physical and developmental forms may substitute for freely-written data. Brief, unstructured narrative notes may be used only to document telephone contacts with patients.
8. Provides supervision and instructs, monitors and advises mid-level providers immediately upon request. Accepts patient transfers upon request from nurse practitioners or physician partners, or at medical director's request. Seeks appropriate consultation and clinical supervision as needed from colleagues and medical director, including transfer of patients exceeding professional skills, abilities or comfort.
9. Provides weekend, holiday and night call per coverage group rotation schedule; documents all telephone patient contacts on approved on-call forms; returns completed on-call forms to medical records staff following each night or weekend on call for immediate processing and inclusion in the permanent medical record.
10. Provides billing data to appropriate health center staff in a timely manner, per policy: end of day of service for office and skilled home visits.
11. Maintains all of the following professional credentials at all times, and provides health center administration with updated copies: medical school diploma, proof of completion of certified residency in a primary care specialty, updated licensure applications, medical license(s), board certification(s) and re-certification(s), DEA and state controlled substance certificates, ACLS certificates, CME certificates, courtesy privileges to Baystate Franklin Medical Center, Athol Memorial and Heywood Hospital. Additional

relevant credentials may also be provided for inclusion in the personnel file such as: completion of relevant certified fellowship program(s) and board certification(s), related advanced degree(s), professional publications, and documentation of other related accomplishments.

12. Informs health center administration immediately of any potential or pending litigation, investigation or disciplinary action (including suspension of staff privileges) by the Massachusetts Board of Registration in Medicine, Franklin Medical Center or any local nursing home.
13. Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education: M.D. or D.O. degree from accredited institution; completion of accredited primary care residency and board certification in that specialty. If board certification is pending at the time of hire, it must be obtained by the second anniversary of the date of hire.

Experience: Primary care experience strongly preferred.

Skills: ACLS; generalist hospital as well as primary care skills required.

Physical: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, reach, twist, squat and kneel. The employee must be able to speak and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools or controls. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus. The work requires some travel to and from evening clinics and training sessions as well as the ability to adjust work schedule to accommodate periods of extreme activity.

Location: Attendance is required at assigned CHCFC work site(s).

Other: Licensure by the Massachusetts Board of Registration in Medicine required. Bilingual/bicultural strongly preferred; commitment to CHCFC's mission and ability to work with diverse medically underserved population.

Employee: _____ Date: _____

Revised: January 29, 2017