



**Ambulatory Medical Centers
Skilled Nursing Home Care
Preferred Care Plan**

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Physician Job Description:

POSITION: MEDICAL CARE PHYSICIAN

REPORTS TO: MEDICAL DIRECTOR

SUMMARY:

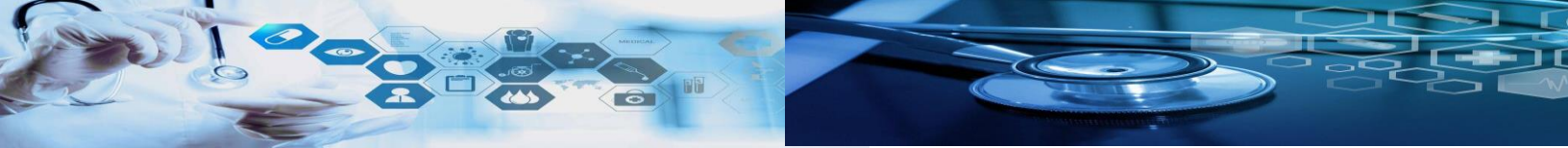
This position is primarily responsible for assisting in examination and treatment of patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The below is not intended to be an exhaustive list of all responsibilities and duties.

TEAM PLAYER:

- Arrive each day prepared to work at your appointed time.
- Be prepared to leave at the end of the day only after patient care is completed.
- Attend staff meetings and offer suggestions. Listen to others with an open mind.
- Be willing to sign off on Nurse notes as well as review lab results and imaging studies during down time (non-patient care periods during the clinical shift).
- Review patient file/record, including allergies, problems, medications, and immunization status.
- Elicit and record information about patients' medical histories. Interview patients concerning their symptoms and conduct a thorough physical examination.
- Order or execute various tests, analyses, and diagnostic images to provide information on patients' conditions.
- Analyze reports and findings of tests and examinations, and diagnose conditions of patients. Administer or prescribe treatments.
- Determine and prescribe medication, dosage, and schedule given the patients' conditions and allergies.



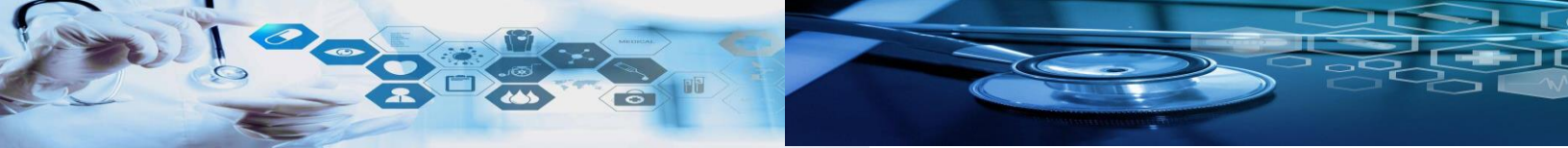
- Discuss any possible side effects to medication or immunization with patients.
- Utilize online resources to perform travel consultations.
- Be willing to learn and utilize EHR systems and tablet/laptop technology at the bedside.
- Prescribe and administer vaccinations to immunize patients from communicable diseases.
- Promote health by advising patients about diet, hygiene, and methods for prevention of disease. Perform surgical procedures commensurate with surgical competency.
- Refer patients to other primary care physicians or medical specialists for consultation services when necessary for the well-being the patients.
- Document the patients' visits including medical history, physical exam, diagnoses, and plan of action.
- Follow-up with patients regarding progress in high risk or emergency cases.
- Follow-up daily on laboratory tests and X-Rays. Conduct physical examinations to provide information needed for admission school, consideration for jobs, or eligibility for insurance coverage.
- Maintain a professional appearance. Maintain a current CPR certification.
- Understand the concepts of universal precautions, HIPAA and OSHA regulations
- Be a team player who is equally comfortable working independently.
- Maintain a warm, friendly attitude with excellent patient interaction skills.
- Maintain excellent verbal and communication skills,. Be adaptable in different situations.
- Possess excellent client interaction skills. Be able to multi-task.
- Exhibit Excellent Customer Service; be patient-centric and customer service oriented.
- Thorough knowledge of insurance billing, coding and reimbursement methodologies

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- ✓ Doctoral degree (M. D., Doctor of Medicine or D.O., Doctor of Osteopathic Medicine)
- ✓ Full-time physicians must be board-certified or board eligible by the Medical Council of Jamaica.
- ✓ Part-time physicians must have three years of clinical experience in Family Medicine, Internal Medicine or Emergency Medicine.



LANGUAGE SKILLS:

Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to write routine reports and correspondence. Must be able to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY:

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

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of our EHR and the internet. On-site training will be provided for the EHR System.

OTHER SKILLS AND ABILITIES:

- Excellent judgment and discretion, ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stressors are required.
- Being friendly, courteous, service-oriented, professional, outgoing, and customer service driven
- Remaining calm and professional in stressful situations
- Detail oriented while maintaining a positive attitude
- Ability to work independently and productively with minimum supervision
- Recognize problems, identify possible causes and resolve routine problems
- Team player with a "can do" attitude that can work in a fast-paced environment
- Ability to establish and maintain a professional atmosphere for employees and patients

OTHER QUALIFICATIONS:

- Must be able to work outside of regular business hours which may include evenings and weekends to meet customer requirements
- Travels as necessary to meet operational needs.
- Familiar with standard concepts, practices, and procedures within a particular field.



- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

PHYSICAL DEMANDS:

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 sit, use hands to type or perform physical examination on patients. The employee is required to stand and walk. Clinical shifts may require a decent amount of physical stamina given the duration of the shiftwork.

The employee must occasionally lift/move 30 pounds or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing these essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

