



## Job Description

<b>Position Title:</b>	<b>Primary Care Physician</b>
<b>Department:</b>	<b>Medical</b>
<b>Reports To:</b>	<b>Chief Executive Officer/Medical Director</b>
<b>Supervises:</b>	<b>N/A</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Last Revised/Approved:</b>	<b>October 2016/September, 2004</b>

### **POSITION SUMMARY:**

The Primary Care Physician provides the full scope of primary care services which fall under his/her field of training, including but not limited to diagnosis, treatment, coordination of care, preventative care and health maintenance to patients; serves as a leader within the patient centered medical home and works collaboratively with the care team within their practice to provide excellent patient care.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Participates as an active member of the medical staff.
2. Participates in daily care team huddles and ensures prioritization of patient needs.
3. Attends to patients in a timely and orderly manner to keep waiting time to a minimum and maximize productivity.
4. Obtains appropriate patient history, performs physical evaluation, orders appropriate diagnostic tests and follows-up with interpretation, formulates assessment and initiates treatment plan with appropriate follow up appointments.
5. Reviews incoming reports (e.g. lab, x-ray, EKG) signs, dates and follows up with patients in a timely manner.
6. Ensures documentation is recorded in a complete, timely and orderly manner, utilizing template in the electronic medical record.
7. Adheres to UDS productivity and quality standards and meets minimum requirements.
8. Consults and refers with/to appropriate Specialty Physicians.
9. Participates in the quality care review and chart review program.
10. Completes continuing education requirements to maintain and increase competency in knowledge, clinical skills and quality patient care.
11. Provides Treatment of acute and chronic illnesses, health maintenance, and illness prevention to adult, adolescent, and pediatric patients.
12. Assesses, stabilizes and triages patients.
13. Performs school physicals and other assignments as directed by supervising physician.
14. Adheres to a responsible level of productivity reflective of patient load, scheduled appointments and level of care.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

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**COMPETENCIES:**

1. Good organizational skills to handle multiple priorities while remaining professional and calm.
  2. Ability to work with many diverse people.
  3. Effective telephone skills.
  4. Strong level of confidentiality due to the sensitivity of materials and information handled.
  5. Must able to make suggestions on workflow or system efficiency and effectiveness.
  6. Ability to work independently and be self directed and flexible.
  7. Ability to prioritize.
  8. Ability to perform functions with minimal supervision.
  9. Ability to work at a high volume level of accuracy.
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**GENERAL EXPECTATIONS:**

1. Be committed to the mission of the Hometown Health Center.
  2. Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for the patient, families, and all members of the healthcare team.
  3. Committed to the constant pursuit of excellence and teamwork in improving the care of the patient and families of Hometown Health Center and the Patient Centered Medical Home Neighborhood.
  4. Be punctual for scheduled work and use time appropriately.
  5. Perform duties in a conscientious, cooperative manner.
  6. Perform required amount of work in a timely fashion with a minimum of errors.
  7. Be neat and maintain a professional appearance.
  8. Maintain confidentiality and protect the Practice by abiding by laws and principles related to confidentiality; keep information concerning Practice Operations, patients and employees confidential.
  9. This position requires compliance with Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Primary Care Physician's regular performance evaluation.
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**PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent 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 or sit for prolonged periods of time, and talk and hear. The employee is occasionally required to walk and use hands to operate a standard computer keyboard. The employee may occasionally lift and/or move up to 10 pounds. Vision requirements include: close vision, distance vision, depth perception, and the ability to adjust focus.

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**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a busy medical office environment with many interruptions. Noise level is

moderate. Very active, fast paced position with short deadlines. At times, must interact with irate patients and remain calm and professional. High risk exposure to blood borne pathogens and chemical hazards.

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**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- At least three years of experience as a Primary Care Physician preferred.
- Willingness and ability to lead medical staff committees or initiatives.
- Strong patient focus.
- Ability to handle multiple priorities.
- Ability to deal with trauma situations and death.
- Ability to make difficult decisions.
- Strong aptitude for calculating correct medicine doses.
- Ability to handle a strong degree of stress.
- Ability to handle multiple priorities.
- Strong aptitude for calculating correct medicine doses.

**Education Requirements:** The following education requirements are considered essential:

- Medical degree in Internal medicine or Family Practice.
- Completion of a residency program in Internal Medicine or Family Practice.
- Continuing education to maintain licensure and to enhance the health of the community and to provide excellent patient care to a full spectrum of constituents.
- Must be a licensed physician in the State of Maine or be eligible for licensure before beginning practice.

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\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date

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Supervisor Signature

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Date