



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Primary Care Physician

Department: Medical

Reports To: Clinic Manager

Supervisory Responsibilities: Not applicable

Employment Category: Full time

FLSA Status: Non-exempt

Salary Level: Based on skills/experience

Summary: Serves as a Primary Care Physician of the medical clinic of American Indian Health and Family Services of Southeastern Michigan, Inc. This involves the delivery of medical care that is patient and family-centered through ongoing collaboration with a medical care team. The care team works together to ensure patient care is comprehensive, cost-effective, timely, and strives to patients in managing their health and treatment through the use of self-management support.

Essential Duties and Responsibilities:

- Manages and oversees medical, pediatric, and gynecological categories for cases that do not require referral, and provides emergency services when appropriate. Adheres to industry standard of practice, as well as agency policies and bylaws, in the delivery of primary health care services
- Serves as the primary care physician to an empanelled population of patients that receives timely and accessible comprehensive patient care from the physician and care team, including prevention, health maintenance, early diagnosis, treatment, and follow-up services. Provider must ensure patient panel is not disease or condition-specific, and that panel remains open and accepting of new patients until maximum capacity is reached as determined by administrative staff.
- Reviews past medical history of patient, and requests diagnostic tests and examination results deemed necessary for patient care are obtained, contacts external provider or treatment facility continuing to provide care for patient and ensures documentation of services are received.
- Follows HP/DP plan, provides or arranges for patient education at each visit as appropriate.
- Makes note of all patient care and observations in clinical records. Collaborates with other care team members on patient treatment needs and in the creation of a treatment plan that is appropriate with the patient's current symptoms and clinical findings. Reviews patient's medications, diet, therapy course, adherence to self-management plan, and provides support to patients and their families in regards to their medical concerns on an ongoing basis. Ensures patient receives timely follow-up care and services are received as required and necessary.
- Makes preliminary diagnosis, and directs, prescribes, provides, or arranges referrals to specialized care to appropriate recognized medical or other government facilities with complete clinical information, however only after the provider and care team have preformed or provided all possible clinical care and diagnostic procedures to the patient.
- Attends all patient huddles, patient case management meetings, and all department meetings as deemed necessary.
- Provides oversight of CLIA waived lab tests
- Conducts monthly chart reviews to ensure compliance with established protocols for AIHFS providers

- Reviews clinical patient outcomes with care team on a monthly basis specific to his or her own patient panel. Ensures areas of potential improvement in delivery of health care services are identified and improvement plans are created.
- Provides cross coverage in absence of another provider and delivers care to patients outside of his or her patient panel to a degree that is clinically sound if necessary.
- Provides input and support to the Medical Director and other administrative staff on clinical matters including program development; staffing issues related to clinical performance and quality of care; QA projects; and other initiatives as necessary.
- Performs other work related duties as assigned.

Education & Qualifications:

- Graduate of an accredited school of medicine and unrestricted license as a physician in the State of Michigan
- Board certification preferred
- Must be able to obtain admitting privileges for at least one local hospital

Knowledge & Skills:

- Ability to function as a health care delivery team member.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time
- Ability to plan own work and carry out assignments effectively
- Ability to communicate with others effectively both orally and in writing

Preferred Requirements: Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American Community, as well as an ability to work with other racially, culturally and ethnically diverse populations. Training requirements include participation in the following AIHFS trainings: Cultural Sensitivity at AIHFS; HIPAA Compliance; and, Recipient Rights.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 15 pounds and frequently lift and/or move up to 25 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties

contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised June 2018