



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

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Medical Director

Department: Medical

Reports To: Executive Director

FLSA Status: Exempt, Full Time

Salary Level: Commensurate with education and/or experience

Start Date: Late October/Early November

Summary: As a member of the Executive Management Team, this position is responsible for the coordination, direction, and oversight of health services provided at American Indian Health and Family Services. This position will be responsible for direct patient care and administrative duties. Specific time will be allocated for administrative duties. Supervises all physicians and mid-level providers.

Essential Duties and Responsibilities:

Administrative Duties:

- Provides oversight of delivery of medical care by providers through direct supervision and audits
- Directly supervises, Physicians, Mid-level providers, including Nurses, Registered Dietician, Medical Assistants, Billing Coordinator, and Client Care Coordinator
- Develops and implements goals and objectives to ensure high quality, cost effective clinical care
- Monitors appropriateness of specialist referrals
- Convene regularly scheduled clinical provider meetings
- Actively participates in Quality Improvement initiatives and monthly meetings
- Regularly advises the management team on issues regarding operations and patient care to include staffing, data collection, clinic flow, appointments, ancillary services, and customer satisfaction.
- Coordinates the peer review of medical staff. When appropriate advises medical providers on factors that affect clinical decision.
- Addresses staffing issues with regard to clinical performance, for Physicians, Mid-level providers, including Nurses, Registered Dietician, Medical Assistants, Billing Coordinator and Client Care Coordinator.
- Responsible for developing/updating medical policies/procedures, protocols, and standing orders
- Provides oversight of CLIA waived lab tests
- Ensures medical records, coding and billing information and changes are effectively incorporated into the clinic setting with clinic staff
- Responsible for monthly written reports to the Executive Director
- Ensures that all regulatory and requirement issues are current and processed.
- In collaboration with Clinic Director, evaluates all clinical staff on an annual basis
- Participates in community and organizational activities designed to modify community health-seeking behavior, epidemiology, and community health care needs. This includes participating in the development of clinical care and health risk management protocols.
- Other duties as assigned

Patient Care:

- 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 performed 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 Physician Assistants/Family Nurse Practitioners.
- 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.
- Serves as an active member of the Quality Assurance Committee. Contributes to or independently initiates quality review projects, oversees implementation, documents, reviews, and shares results. Identifies risk management issues and brings to the attention of the Quality Assurance Committee.
- 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.

Education and Qualifications:

- Graduate of an accredited school of medicine and unrestricted licensed as a physician in the State of Michigan
- Minimum five years practice beyond residency program. Preferred experience in primary care and in serving patients from diverse backgrounds
- Board certification preferred

- Must be able to obtain admitting privileges for at least one local hospital
- Administrative, management, or supervisory experience
- Ability to motivate, train and work effectively with subordinates who have a variety of backgrounds and training.
- 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: _____

DEPARTMENT MANAGER'S SIGNATURE:: _____ DATE: _____

EXECUTIVE DIRECTOR: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised March 2013