

### **Primary Care Physician (Full time)**

This position is responsible for the coordination, delivery and supervision of clinical health services at Metro Community Health Center. He or she will establish and maintains standards of patient care for Primary and integrated Behavioral Health Services. The employee works in collaboration with the Chief Medical Officer to plan, develop and implement health care programs to meet productivity standards for primary care patients. He or she will provide primary care services to patients in a manner in accordance with all Center standards of practice. He or she will direct and coordinates all clinical aspects of medical care for his/her patients. This position will establish and ensure the maintenance of professional medical practice as it relates to the quality and delivery primary and integrated behavioral medicine. The employee will serve as member of Quality Assurance/Performance Improvement Committee, providing leadership in Performance Improvement activities, and coordinate clinical quality efforts, as needed. He or she will oversee and provide direct medical care with the support of the clinical team members. This position will attend Leadership Team meetings, MCHC staff meetings, meetings of the board of directors and QA/PI meetings and works collaboratively with outside agencies, including hospitals and provider groups. The employee will also work collaboratively with CMO, CEO and CFO to optimize work flow and productivity.

### **Required Credentials/Experience:**

- Must have a Medical Degree (MD or DO)
- Must be licensed to practice medicine in the state of Pennsylvania
- Experience in an outpatient health clinic setting, and experience in a community health center setting working with underserved populations preferred
- Knowledge of care models and treatment as it relates to LGBT Medicine & Transgender Care

### **Essential Functions:**

- Participates in continuing education as required for professional license maintenance.
- Coordinates with patients, providers, hospitals, and outside organizations regarding patient care issues.
- Participates in peer review by performing chart review and working with the quality improvement committee to develop clinical assessment tools, etc.
- Provides quality comprehensive primary care for a diverse population of at-risk patients, particularly the LGBT community.
- Provides direct patient care in a full-time position, including, if needed, evening work; other clinical administrative duties such as meetings, quality assurance, follow-up on test results, and completion of patient forms.
- Provides comprehensive follow-up of laboratory tests including notification of patients of all results according to Metro Community Health Center guidelines, and to provide appropriate follow-up of all abnormal results following the highest standards of medical care.
- Provides education to patients on health promotion and disease prevention.
- Writes and refills prescriptions.
- Makes medically necessary patient referrals to specialists and for hospitalization or recuperative care, or other appropriate care such as drug or alcohol detoxification. Provides appropriate information to facilitate continuity of care.
- Provides urgent and emergency care as required in the course of offering primary medical care.
- Provides, with other physician staff members, continuous physician coverage, while on-site or by telephone.

- Prepares accurate correspondence, reports, and technical documentation as required for communication, recordkeeping, and/or reporting.
- Records all patient information timely using Electronic Medical Records, in accordance with the guidelines and standards of Metro Community Health Center.
- Reviews and authorizes nurse's notes and documentation required for billing purposes. Provides Metro Community Health Center support staff with adequate physician leadership.
- Serves as physician supervisor for nurse practitioners and physician assistants, ensuring the highest quality clinical care for patients co-managed.
- Helps educate peers and other clinic staff by providing talks in areas of interest and expertise.
- Participates in the teaching of medical students and residents and acts as a role model and mentor for students, residents and fellows as indicated.
- Responds to Behavioral Health and Case Management requests.
- Attends and actively participates in department meetings, general staff meetings, quality assurance meetings, and other meetings, as required.
- Performs any other reasonable and appropriate duties at the request of the CMO.

**Licenses/Certifications:**

- Must be appropriately Board Certified or Board-Eligible in Primary Care specializing in Family Medicine.
- Must successfully complete the required credentialing process
- Must have current CPR and ACLS certification • Must have a valid driver's license

**Metro Community Health Center is an Equal Opportunity Employer.**