



POSITION DESCRIPTION

Position Title: Family Medicine Physician

Date: January 2023

Written/Revised

Reports To: Medical Director

Department: Clinic/Graduate Medical Education

Type: Exempt

POSITION PURPOSE:

Provide the full scope of primary care services that fall under their field of training, including but not limited to examination, diagnosis, treatment, coordination of care, preventive care, and health maintenance to patients. The Family Medicine Physician is a member of the Authority Health clinical team. In that capacity, they are expected to be familiar with the health center's philosophy, goals, and objectives of and work collaboratively to achieve them. They must be cognizant of and comply with all health center policies and procedures and applicable state and federal regulations. The Family Medicine Physician works collaboratively with the clinical care team, including the Clinical Practice Manager, Community Health Worker, Behavioral and Mental health staff, and Nurse Practitioner.

Under the direction of the Residency Program Director, organize, implement, and supervise all aspects of the resident clinical experience at the clinical site and ensure compliance with all ACGME/RRC clinical site criteria and standards, including the Clinical Learning Environment Review.

QUALIFICATIONS:

MD or DO degree from an accredited medical school
Specialty Board Certification in family medicine (AOA or ABMS)
Licensed to practice medicine in the state of Michigan

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Examine, diagnose, and treat patients in the clinical healthcare settings.
2. Obtain health history and perform physical examinations.
3. Diagnose and direct counseling for each patient on a treatment plan.
4. Prescribe medication in accordance with Michigan statutes and professional practice guidelines.
5. Perform minor surgical procedures.
6. Arrange referrals for patients requiring services not offered by Authority Health.
7. Review incoming reports (e.g., lab, x-ray, EKG), sign, date, and follow-up in a timely manner.
8. Participate in staff outreach and off-site health care programs in the Authority Health service area as appropriate.
9. Participate in peer review, quality assurance, provider meetings, and other clinical meetings.

10. Serve as Collaborative Physician for Authority Health Physician Assistants or Nurse Practitioners providing medical services in accordance with federal and state law and policies, including review of medical charts of patients treated by collaborative providers.
11. Timely and thorough documentation in the electronic medical record completed on the day of the visit whenever possible and no later than 48 hours from the date of the visit.
12. Recommends changes in all clinical areas and/or in general areas to improve patient flow, medical records, billing practices, and appointment practices.
13. Responds to patient's questions or concerns via the patient portal within the required timeline.
14. Assist in updating protocols and principles of practice as requested.

Preceptor responsibilities:

15. Supervision, instruction, and training of residents and medical students in the ambulatory setting.
16. Participates in Quality Improvement activities of clinical practice.
17. Conduct Ambulatory teaching with residents, students, and patients seen in the practice, ensuring continuity of patient care for the residency training period.
18. Ensure timely completion of outpatient clinic resident assessments.
19. Models and teaches evidence-based clinical practice.
20. Models and assures appropriate resource utilization of services and resources.
21. Supervises residents' procedural training and assesses competency.
22. Attends and participates in clinic conferences and case discussions.
23. Reviews all clinical documentation for accuracy and completeness and supervises coding and billing functions.
24. Ensures proper follow-up of abnormal labs, x-rays, and consults that the residents have ordered.
25. Must review results and sign off on all results.
26. Ensure that all preventative medicine guidelines are followed.

WORKING CONDITIONS:

1. Must be able to work a flexible schedule, including some evenings and weekends (per agency requirements).
2. Able to complete duties under stress and deadlines, while attending to multiple duties simultaneously.

EXEMPT STATUS:

This position is exempt from overtime pay provisions of the Federal Fair Labor Standards Act.

The above job description is for informational purposes only and is not intended to be all-inclusive or limited to specific duties.

APPROVAL:

DATE:
