
Job Title	Family Practice MD
Department	Providers
Reports To	Chief Medical Officer
Effective Date	2/1/2023

Position Summary

The Family Practice Physician will provide professional comprehensive medical services for ambulatory and/or hospitalized NHC (NEIGHBORHEALTH CENTER) patients. Incumbents will provide professional medical services for outpatients on a part-time or full-time basis as described in their contracts. As a member of a Care Team, the Family Practice Physician works with the other care team members to provide quality patient-centered care.

Principal Duties and Responsibilities*

1. Obtains health history and performs a physical exam to determine and execute a diagnosis and treatment plan in accordance with established standards, procedures, and practices. Requisitions lab tests and x-rays, writes prescriptions, and makes referrals, as appropriate. Follows NHC clinical practice guidelines.
2. Delegates patient care responsibilities that fall under the scope of practice of other Care Team members to those individuals (medical assistant, nurse, care coordinator, patient educator, registration representative, behavioral health).
3. Attends staff and medical provider meetings and maintains a level of involvement with the health center committees, as needed, to ensure quality patient care and a positive team atmosphere. Participates in peer/chart review, performance evaluations, and quality improvement efforts (noted below).
4. Provides patient care to 8-10 patients per 4-hour shift (16-20 per day) as per productivity expectations for all providers.
5. Collaborates with and helps supervise nurse practitioners and care.
6. Assist in the education training of medical students and residents (if applicable).
7. Participates in continuing medical education (CME) to maintain the skills necessary to perform physician duties and as required by applicable medical boards and for State licensure.
8. Maintains own physical health required to perform physician duties; maintains current immunizations and up-to-date PPD.
10. Maintains communication with the administration regarding personal issues related to drug offenses, felonies, other incidences of discipline, loss of license or privileges, litigation where the provider or clinic is harmed or at risk, or other serious issues.
11. Participates in NHC quality improvement efforts in efforts to comply with HRSA (Health Resources and Services Administration) quality improvement goals.
12. May perform other duties as approved by the Chief Medical Officer on privileges application.

Compliance and Documentation

1. Confirm patient identity according to current procedure before rendering any service.
2. Thoroughly, accurately, and promptly document all services rendered in the electronic medical record for every patient.
3. Perform all tests, procedures, and other services according to the policy and procedure of NHC, notify the appropriate supervisor in a timely manner of instrument or procedural problems.
4. Be knowledgeable of and in compliance with CLIA, OSHA, and JCAHO regulations for safety, infection control, equipment operation, and other applicable areas.
5. Participate in proficiency testing as required by NHC or departmental policy to ensure that proper standards of care are being maintained
6. Maintain confidentiality of patient health information in accordance with HIPAA and other applicable regulations.

Required Skills or Abilities*

See Required Knowledge, Experience, or Licensure/Registration

Required Knowledge, Experience, or Licensure/Registration



Education: Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) from an accredited institution.

Experience: Completion of residency program with Certification of Specialty Training and clinical experience.

Licenses or Certifications: Board Certification (or eligible) in specialty training and maintenance, State licensure to practice medicine in North Carolina, and CPR Certification.

Exempt Status	Exempt
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*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the job's essential duties.
