



**Family Practice Physician
JOB DESCRIPTION**

Position Title: Family Practice Physician Exemption Status: Exempt
Department: Medical Staff Reports to: Chief of Staff and Chief Executive Officer
Last Update: October 2023

Summary

Our Family Practice Physicians are licensed and credentialed physicians, practicing in the specialty of Family Medicine and providing direct patient care to clinic and hospital patients. They provide primary care services for adults and children, including preventive care as well as diagnosis and treatment of a wide range of injuries and illnesses. They examine patients, take medical histories, prescribe medications, counsel patients, order and/or perform diagnostic tests and perform procedures within the scope of practice for Family Medicine, as defined by the District’s Medical Staff and physician’s clinical privileges approved by the Board of Directors.

Essential Functions

Systematically assesses patients’ health status, arrives at appropriate diagnosis(es), and implements care plan for effective clinical outcomes:

- Provides primary care medical services for assigned patients, including preventive physical examinations, evaluation and treatment of injuries and illnesses, and referrals to appropriate specialties or facilities.
- Orders, performs, interprets and analyzes diagnostic tests as appropriate
- Prescribes medication, therapy and other specialized medical care as appropriate
- Performs appropriate medical procedures within physician’s scope of the practice as defined by the Hospital’s credentialing and privileging processes
- Considers thorough range of treatment/preventive options and arrives at a recommended course of action that is age appropriate, culturally appropriate, realistic, and attainable
- Appropriately manages patient care and health status following initiation of treatment/preventive plan, and monitors and adjusts as warranted
- Communicates effectively with patients and family so that they understand their diagnosis, treatment plans, and need for follow-up care
- Educates and encourages patients to become active participants in their own healthcare-related behavior and provides patient education materials for use in encouraging wellness
- Documents within the electronic medical record system, according to established guidelines to facilitate ongoing quality of care in a timely manner
- Delegates direct and indirect patient care activities to appropriate personnel
- Responds appropriately to emergent situations

- Takes actions to ensure continuity of care for patients

Contributes to effective and efficient practice management policies and practices that support patient access and quality of medical care:

- Participates in access planning for the clinic, ensuring an appropriate amount of same-day patient access
- Actively participates in clinical quality improvement initiatives
- Meets the agreed number of patient contact hours for the agreed full time equivalent (FTE) status, pursuant to hospital policy
- Collaborates in establishing and achieving personal goals for numbers of visits and relative value units
- Supports appropriate billing for professional services through timely documentation and maintaining adequate knowledge of the District's billing policies and procedures
- Adheres to all relevant policies, procedures, and practice guidelines
- Cooperates with the preparation for regulatory surveys
- Responds to telephone calls in a timely fashion
- Reviews and follows up on complaints and concerns about medical care
- Maintains and improves skill level through participation in continuing medical education

Manages patient care through appropriate use of available resources:

- Appropriately prescribes and orders ancillary services
- Utilizes referral network appropriately
- Manages chronic health/disease conditions

Provides medical leadership for the District:

- Serves as a resource to colleagues and support staff, enhancing quality of care
- Assists as requested in the training, orientation, and evaluation of clinical support staff
- Regularly attends and actively participates in clinic staff meetings or physician/staff meetings
- Participates in planning for the clinic and hospital, providing input to the annual operating and capital budgets and the long-range strategic plan
- Participates in appropriate Medical Staff structure
- Participates in community education and other professional activities to promote practice growth and community wellness as requested

Meets additional expectations of all Seneca Healthcare District employees:

- Demonstrates Core Values in performance and behavior.
- Complies with District policies and procedures.
- Performs other duties as may be assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities

Carries out supervisory responsibility in accordance with the District's policies and applicable laws.

Responsibilities may include participation in management's process for selecting and training clinical employees, as requested; delegation of direct and indirect patient care activities to appropriate personnel; addressing complaints and resolving problems.

Education and Experience

M.D. or D.O. degree and successful completion of medical residency in Family Medicine

Licenses and Certifications

Required:

- Current license to practice in California
- A current Federal Drug Enforcement Administration (DEA) registration (approved for all drug schedules)
- Board certified or board eligible in Family Medicine. If not board certified, must become board certified within five (5) years of residency or fellowship training. Must maintain board certification and satisfy specialty / subspecialty recertification requirements, as applicable
- Basic Life Support for Healthcare Providers (BLS)

Other Experience/Qualifications

- Membership on the District's medical staff and appropriate clinical privileges at Hospital in Family Medicine
- Able to obtain and maintain professional liability insurance
- Eligible for participation in the Medicare and Medi-Cal programs and for credentialing by contracted health plans, as applicable
- Ability to utilize an electronic medical records system to review patient health history and test results, document clinical activities and findings and place orders
- Working knowledge of industry standards for medical coding (ICD-10 and CPT-4) and documentation practices

Physical Requirements, Safety, and Environmental Conditions

- Follows safe work practices, takes an active interest in preventing injury or illness and promoting a safe and healthful environment for self and others, and complies with Hospital and governmental safety regulations.
- Must function independently, have personal integrity, have flexibility and the ability to work effectively with other personnel, clients, and support agencies
- Sits, stands, bends, lifts, walks, and moves intermittently during working hours and ability to lift up to 20 lbs.

Compliance

- Assumes personal responsibility to comply with all Federal, State and local laws governing business conduct, conducts business in an ethical and trustworthy manner, and displays the qualities and characteristics of a professional at all times when dealing with patients, visitors, physicians, volunteers, and fellow employees.
- Exemplifies the Seneca Core Values in all aspects of work responsibilities and demonstrates these values to fellow employees and supervisors.

Quality of Work

- Assumes responsibility for professional customer service when working with the public, physicians, and other departments.
- Strives for excellence in following policies and procedures.
- Utilizes positive communication skills when interacting with people who work for, are serviced by, or associated with the hospital, to ensure that persons receive the highest degree of attention and courtesy.
- Maintains confidentiality of information received in the department and throughout the hospital by complying with strict confidentiality regulations per HIPAA requirements.
- Promotes professional growth of self and co-workers by participating in on-the-job training, continuing education and assisting with training of new employees.

Why Seneca Healthcare District?

Seneca employees are united in our quest to improve the health and well-being of our patients, and we empower each of our team members to fulfill this mission and reach their full potential regardless of job title or experience level.

To this end, we offer:

- Leading benefits package for full-time and part-time employees, inclusive of health, prescription drug, dental, vision and life insurance coverage.
- Sponsored 403(b) plan, with up to 3% matching contribution, and eligibility to participate in the District-funded pension program following one year of service.
- Accrued Paid Time Off (PTO) and Extended Sick Leave (ESL).
- A "One Team" culture of deep respect and admiration across all teams and functions, regardless of role or background.