



Heart of Ohio Family Health Centers
Job Description
Staff Physician Position

Summary: This position supports the Organization in the following manner:

- Provider is compliance of laws and regulations pertaining to the Organization's administration of health care
- Physician provides medical services to the patients of Community Health Services in acute care and the clinical office setting
- Establishes and maintains a patient practice establishing health plans with diagnosis and performing non-surgical treatment of diseases and injuries of internal organ systems. Provide care mainly for adults who have a wide range of problems associated with the internal organs.

Reports to: Chief Medical Officer

Supervises: N/A

Dress Requirement: Business casual with white provider coat or scrubs in accordance to Heart of Ohio Family Health Centers's dress code policy

Work Schedule: Full Time and Part Time
Monday through Friday during standard business hours
Times are subject to change due to business necessity

Exempt

Non-Exempt

Job Duties, these are considered essential to the successful performance of this position:

- Works as an integral part of the team providing care in accordance with Centers' mission as it relates to indigent and charity care
- Maintains strict patient confidentiality **at all times**

- Completes patient history and physical
- Documents all patient care provided according to policy
- Formulates and directs plan of care for the patient
- Refers to other Providers as needed
- Prescribes medications in accordance with Ohio revised code and Ohio Administrative Code
- Directs patient education for health education, maintenance, emotional and physical needs
- Provides evening and weekend coverage for patients on a rotational basis coordinated by the Chief Medical Director as required
- Participates in Performance Improvement Program
- Demonstrates effective oral and written communication skills
- Establishes and maintains professional working relationship with other members of the health care team
- Maintains knowledge of, and complies with, personnel and medical, policies and procedures
- Assists other team members
- Adheres to the standards and policies of the Organizational Privacy/Security and Compliance Programs, including the duty to comply with applicable laws and regulations (HIPAA, OSHA, OIG, guidelines, other State and Federal laws). This also includes reporting to the Board of Directors, Compliance Officer, Privacy Officer, supervisor, suggestion box, any suspected unethical, fraudulent, or unlawful acts or practices.
- Performs other duties as assigned.
- Provides direct service, case management and collaboration with all multidisciplinary team members in the provision of healthcare to the patients
- Participates in professional development activities to keep current with trends and best practices in health care administration
- Performs duties in accordance with community, professional and legal standards
- Provides culturally sensitive professional care for all patients registered to be seen at Centers
- Adheres to all correct coding requirements set forth by Medicaid and Medicare
- Attends educational workshops
- Adhere to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- Other duties as assigned (non-essential)

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- Licensed to practice medicine in the State of Ohio
- Licensed in customary narcotics and controlled substances prescriptions
- Board eligible or certified by an applicable nationally recognized board
- Free of all suspension, sanctions, reprimands or discipline by any licensing board, state, local society, or managed care organization
- Free of malpractice action or allegations of malpractice whereby a settlement payment to a plaintiff of an aggregate of more than \$100,000

- Ability to participate as a physician in federal care programs; ie, Medicare, Medicaid, etc.
 - Knowledge of medical care laws and regulations and standard care guidelines
 - Ability to communicate (orally and in writing) in a professional manner
 - Ability to work in conjunction with other employees and business associates
 - Ability to maintain an established work schedule to ensure dependability, accuracy of work quality, and a harmonious, consistent work environment
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Equipment Operated:

Telephone	Computer	Printer
Fax machine	Copier	Other office equipment as assigned

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213, 2365 Innis Rd, Columbus, Ohio 43224 and 5560 Chantry Drive Columbus, Ohio 43232. All facilities have a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position’s primary work area is patient examination rooms and office.

The patient examination rooms and office area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person’s voice

- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3 = often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2
Fast, sometimes chaotic, high stress work pace	1
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	3
Exposure to disease or bacteria	3
Handles closed containers or vials of patients' bodily fluids or tissues	3
Required to wear safety clothing or equipment	3
Handles money or financial accounts (cash, checks or credit cards)	0
Interacts personally with public and business associates	3
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	2

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior customer service, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from my manager. I understand this job description is not a contract of employment and my employment is *at will*.

Signature

Date