



P.O. Box 2490  
Marrero, LA 70073  
(504) 371-8960

**JOB TITLE:** Physician  
**DEPARTMENT:** Medical  
**REPORTS TO:** Chief Medical Officer  
**FLSA STATUS:** Exempt

**GENERAL SUMMARY OF DUTIES:** Provides comprehensive primary care services under the supervision of the Chief Medical Officer (CMO).

**SUPERVISION EXERCISED:** None

**ESSENTIAL FUNCTIONS:**

1. Systematically assesses patients' health status, arrives at appropriate diagnosis(es), and implements care plan for effective clinical outcomes
2. Considers thorough range of treatment/preventive options and arrives at a recommended course of action that is age appropriate, culturally appropriate, realistic, and attainable
3. Appropriately manages patient care and health status following initiation of treatment/preventive plan, and monitors and adjusts as warranted
4. Communicates effectively with patients and family so that they understand their diagnosis, treatment plans, and need for follow-up care
5. Educates and encourages patients to become active participants in their own healthcare-related behavior and provides patient education materials for use in encouraging wellness
6. Seeks consultation and advises by providing adequate information to consulting physicians. Communicates requests effectively, or responds to such requests from the referral source in a courteous, professional, and timely manner
7. Documents according to established guidelines to facilitate ongoing quality of care in a timely manner
8. Performs the appropriate medical procedures within the scope of JCHCC as defined by the Practice's credentialing and privileging processes
9. Delegates direct and indirect patient care activities to appropriate personnel
10. Responds appropriately to emergent situations
11. Maintains and improves skill level through participation in continuing medical education
12. Actively participates in clinical quality improvement initiatives
13. Reviews and follows up on complaints and concerns about medical care
14. Takes actions to ensure continuity of care for patients

**Knowledge, Skills, and Abilities:**

1. Knowledge of developmental stages and age-appropriate outcomes and interventions

2. Knowledge of cultural differences and culturally appropriate outcomes and interventions
3. Has excellent communication and interpersonal skills
4. Has delegation skills
5. Understands and complies with Infection Control principles and practices
6. Knowledge of emergency and other relevant policies and procedures
7. Knowledge of electronic health records
8. Knowledge of quality improvement techniques

**EDUCATION/EXPERIENCE:**

- Graduate of an accredited School of Medicine with a degree of Doctor in Medicine or Osteopathy.
- Several years experience of clinical practice after residence.
- Possession of or eligibility for a license to practice medicine in the State of Louisiana.
- Apply to become credentialed in appropriate clinic insurance program(s).

**REQUIREMENTS:**Unrestricted license to practice in the State of Louisiana; Current CPR (BLS) certifications; Medicaid provider number

**PHYSICAL/MENTAL DEMANDS:** Work requires hand dexterity for office machine operation, stooping and bending to files and supplies, mobility to complete errands or sitting for extended periods of time.

The physical requirement and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if applicable.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

**ENVIRONMENTAL/WORKING CONDITIONS:** Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. This person must have the ability to travel as required to work with staff.

I have read and understand the job description for this position. I agree to abide by all the duties and responsibilities for the job including any reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

\_\_\_\_\_  
Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Medical Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

