



TEXAS NATIVE HEALTH

1283 RECORD CROSSING RD, DALLAS, TX 75235 (214)-941-1050

www.texasnativehealth.org



Please send resumes to HR@texasnativehealth.org for consideration.

POSITION DESCRIPTION: Family Physician

General Summary

In addition to providing healthcare to patients, the Family Physician will coordinate and supervise the overall clinical care program for the practice team and assist the CEO in ensuring clinical compliance with all appropriate external funding, accreditation, and reimbursement guidelines.

The Family Physician will follow clinical programming, support the quality improvement program, and represent the medical staff and practice team to the CEO. The Family Physician will work in conjunction with and report to the CEO.

Major Duties & Responsibilities

- Provide comprehensive primary health care services including health promotion; prevention of disease and disability; health maintenance; rehabilitation; identification, diagnosis, and management of health problems; and referral to other providers as appropriate.
- Provide clinical treatment of acute and chronic illnesses and minor injuries.
- Evaluate and treat episodic illnesses as directed by patient needs.
- Treat superficial lesions such as warts, cysts, minor lacerations, abrasions, minor first and second-degree burns.
- Treat minor injuries such as strains, sprains, and non-complicating extremity fractures and dislocations.
- Evaluate medical histories and perform routine health maintenance examinations for children and adults within scope of family medicine practice.
- Counsel and instruct patients in health maintenance problems such as 1) nutrition, diet, and weight reduction; 2) risk factor prevention and modification (chemical addictions including alcohol, tobacco, and other drugs); 3) mental health referrals; 4) self-care measures for health maintenance; and 5) family planning.
- Coordinate care received from other providers and agencies and advocate for patients within health care system.
- Develop and document plan of care and outcomes evaluation in timely fashion in the electronic health record in line with organizational, state, and federal requirements.
- Review medical histories and make referrals to other agencies and providers as appropriate.
- Maintain commitment to providing culturally sensitive care.
- Provide health education to individual patients or groups as needed.

- Engage in ongoing education and specialized training offered by Indian Health Services and other credible professional organizations to maintain the highest quality of care.
- Establish consultative referrals network and coordinate linkages with contractual pharmacies, hospital-based admitting physicians, and reference labs.

Administrative Responsibilities:

- Provide supervision to (including record reviews and monthly face to face documented reviews) mid-level providers, ensuring compliance with the requirements of the State of Texas. Along with the CEO and COO, review protocols used by staff periodically to ensure compliance with changes in regulations or best practices.
- Actively participate in Quality Improvement as a member of the clinic's management team.

Minimum Qualifications/Experience:

- Board Certified in Family Medicine
- Unencumbered Texas Medical License
- Experience using electronic health records and Microsoft Office products.
- Ability to pass background investigation including FBI fingerprinting to determine history of sexual and child abuse and any other relevant history.
- Ability to pass pre-employment drug screen.
- Ability to maintain strict confidentiality of medical records and adhere to the standards for health record keeping, HIPAA, and Privacy Act requirements.

FLSA CLASSIFICATION: EXEMPT

Certification

I fully understand the expectations, responsibilities, and duties outlined in this job description, and agree to perform them to the best of my ability. I further agree to inform my supervisor immediately if my capacity to perform these duties changes in any way.

Employee Signature

Date

Supervisor Signature

Date

Chief Executive Officer Signature

Date