

JORDAN HEALTH

JOB DESCRIPTION

The health services that became the [Anthony L Jordan Health Corporation](#) (Jordan Health) began more than 100 years ago, in 1904. As one of the first 5 Federally Qualified Health Centers (FQHC) established in the nation, its roots are steeped in service to those who face barriers to health and health care, meeting their need for comprehensive medical, dentistry, behavioral health, and community services. Starting in northeast Rochester, NY, Jordan Health has since expanded to become a network of primary care offices and health centers serving residents living in three quadrants of [Rochester, NY](#) and in Canandaigua, N.Y.

Jordan Health is now seeking a **Physician** to provide preventative measures that protect the health and safety of patients; to strive to ensure that all health and safety standards and regulations are met in an effort to safeguard the health and well-being of patients; and to ensure access to preventative health and safety measures.

If you welcome the opportunity to apply your specialized experience and education in an environment where you can support staff whose mission is to make a difference and significantly impact our patients' quality of life, please consider our Physician opportunity.

JOB TITLE: Physician

REPORTS TO: Department Chief/Chief Medical Officer (Clinical Chief)

FLSA (TBD by HR): Exempt

JOB PURPOSE: Provides high quality comprehensive medical care, as it applies to the context of the whole family, including the organic, mental and social well-being of each patient.

MAJOR RESPONSIBILITIES:

1. Provides ambulatory patient care and necessary emergency care.
2. Provides each patient with a complete health assessment and refers patients to appropriate in-house resources to obtain this complete assessment.
3. Keeps complete and accurate medical records, including family, social and medical histories.
4. Obtains consultations from appropriate sources whenever necessary and records the results in the patient's medical record.
5. In collaboration with the practice manager, responsible for nurses, para-professionals, residents and students providing health care under his/her preceptorship.
6. Orders medications in the patient's electronic medical record, specifying dose to be administered and ensures that the orders are counter-signed by the nurse administering the medication.
7. Recommends subsequent visits on a regular basis as necessitated by the condition of the patient.

8. Protects client confidence and operations by maintaining patient confidentiality at all times.
9. Contributes to team effort by accomplishing assigned tasks, actively participating in group meetings and assisting others as necessary.
10. Effectively uses technology and office resources to accomplish job.
11. Attendance is regular and reliable, in order to maintain effective professional relationships and keep up with position responsibilities.
12. Performs related duties as required, delegated or requested.
 - This position requires compliance with the Center’s Compliance Program, Standards of Conduct, and its written policies, procedures and protocols (collectively, the “Written Standards”). Such compliance will be an essential element considered as part of the annual performance evaluation criteria. Failure to comply with the Written Standards (which includes the failure to report any conduct or event that potentially violates legal or compliance requirements of the Written Standards) will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with the Center’s Compliance Program Policy and Procedure – Addressing Instances of Non-Compliance Through Appropriate Disciplinary Actions.

1. The job-holder is given:

Instructions	Constantly	Frequently	Infrequently	Seldom
a. Supervision			X	
b. Instructions			X	
c. discretionary authority	X			
d. Authority over others	X			

2. The working condition of the position is: (for example, outside, a typical office setting, etc.). Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to clinical environment may routinely be encountered.
3. Physical requirements: Physical movements and degree of mobility normally associated with the practice of primary care medicine will be performed on a repetitive basis.

ACTIVITY	FREQUENCY			
	Constantly	Frequently	Infrequently	Seldom
Standing		X		
Walking		X		
Sitting			X	
Lifting			X	
Carrying			X	
Pushing			X	
Pulling			X	
Climbing				X
Balancing				X

Stooping				X
Kneeling				X
Crouching				X
Crawling				X
Reaching			X	
Handling			X	
Feeling			X	
Speaking		X		
Hearing		X		
Seeing		X		
Depth Perception		X		
Color Vision		X		
Repetitive Motion		X		

4. The mental demands for this position are: (such as, multi-tasking, ability to concentrate, balancing competing priorities, alertness, etc.)
Ability to concentrate, balancing competing priorities, alertness, high degree of analytic capabilities, excellent and persuasive interactional skills

5. The machines or equipment the jobholder is responsible for operating are: (examples: phone, fax, copier, computer, etc).
All normal office equipment for a health care setting

6. The jobholder's work is reviewed by:
 - Practice Manager
 - Other members of Executive Leadership

EDUCATION AND EXPERIENCE REQUIRED: Possession of a license to practice as a medical doctor in New York State.

LICENSES AND CERTIFICATIONS: Board eligibility or Board certification. Must obtain credit hours of CME as required. Must meet privileging and credentialing requirements for Physicians.

SPECIAL SKILLS, KNOWLEDGE REQUIRED: Ability to administer impartial treatment to a wide cross segment of the socio-economic spectrum; ability to work under conditions of stress; skill in interpersonal relationships. Proficiency in MS Office Applications (Word, Access, Excel, Power Point, Outlook) and eClinicalWorks or other electronic health record.

Author of job description:

Print Name

Signature

Date

rev2018