

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**

## **JOB DESCRIPTION**

**TITLE:                   PHYSICIAN**  
**DEPARTMENT:        MEDICAL**  
**SUPERVISOR:         MEDICAL DIRECTOR**  
**CLASSIFICATION:   FULL TIME EXEMPT**

### **POSITION SUMMARY:**

The physician shall be responsible for establishing reviewing and maintaining medical policies and standards. Assure the quality of medical and other medical services are provided to all patients treated in the medical clinic. Review and implement all protocols used by the clinic. Provide caring service to all patients.

### **ESSENTIAL JOB FUNCTIONS:**

- Renders diagnostic treatment, consultative, referral, emergency and other services to persons served by the clinic within scope of expertise. Refers patients to appropriate specialists as needed
- Reviews requests for contract medical care, including requests for care to patients not seen by health clinic providers.
- Ensures that qualified personnel render medical decisions and medical care
- Maintains accurate and comprehensible medical records
- Implements a system of Medical Quality Assurance pursuant to written procedure.
- Provides consultations to other departments in the delivery of health care.
- Maintains licensure standard by attending education seminars.
- Represent LCTHC at local agencies and health related events.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- MD Degree from accredited university
- California medical license
- CA driver's license
- CPR certification
- Current DEA registration
- Board Certified Family or Specialty preferred

#### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical

instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date