



Reno-Sparks Indian Colony Position Description

Title: Physician
Class: Professional
Status: Regular Full-time
Supervisor: Medical Director

Department: Health and Human Services
FLSA: Exempt
Pay Grade: P38 (\$58.12 - \$\$\$81.36)
Subordinates: Nurses &
Medical Assistants

Cost Center Name: Health & Human Services
Effective Date: 2007

Cost Center Code:
Position Number:

Position Summary:

The Physician performs primary outpatient family & pediatric medical care services within the scope of his/her license and training to include obtaining patient information, diagnosing, developing appropriate treatment plan, monitoring patient compliance, and assisting patient in understanding their disease process. Provides services consistent with the stated goals of assisting community members maintain or increase their level of health by various medical practices or routines.

Duties and Responsibilities:

1. Interview patients and family members and consults appropriate medical specialists, and other staff members to determine and evaluate the kind of health and physical care required.
2. Reviews and interprets findings to distinguish between normal and abnormal condition during patient screening including diagnosing, and monitoring of patient compliance.
3. Carries out treatment and emergencies or other procedures required, administer medications, observe and document patient's conditions, changes reactions to medications and medical treatment.
4. Provides guidance and counseling to patients and families on prevention, curative and rehabilitative measure involving health care.
5. Maintain records and reports on patients, program activities, and other related information.
6. Write medical prescriptions for patient who needs them and refers patients who need assistance to specialists.
7. Will participate in appropriate medical and administrative committees; assist with preparing and maintaining accreditation.
8. Assist in medical audits and peer review as needed.
9. Completes Patient Care Component (PCC) forms, and super bills to assure accurate patient information and maximization of reimbursement.

10. Assures patient satisfaction, quality of care, and adequate patient production as measured by number of patient complaints, medical audits, and number of patient visits.

Minimum Qualifications:

- A. Graduation from an accredited college or university with a Medical Degree or Degree in Osteopathy. Preferably specializing in Pediatrics or Family Medicine, and a current license to practice as a M.D. or D.O. in the State of Nevada.
- B. Prefer M.D.s or D.O.s with a minimum of two years of experience in a pediatric outpatient clinic, family practice, or primary care setting.
- C. Demonstrated ability to plan, organize, and carry out patient care activities in a clinical setting.
- D. Able to work effectively with individuals and/or families to assist them in satisfactory solution(s) to health relationships with others.
- E. Ability to analyze situations accurately and take effective action.
- F. Confirmed ability to effectively communicate both verbally, and in writing to various individuals, cultures and groups.
- G. Valid Nevada driver's license and reliable transportation.
- H. Ability to meet the physical demands of walking, standing, some lifting during the performance of normal duties.
- I. Qualified Indian Preference applies.