

Name		Issue Date	5/1/2024
Job Title	Medical Provider (per-diem, part-time, full-time)	Review Date	5/1/2024
Reports to	Chief Medical Officer	Department	Clinical

Job purpose

This position’s main function is to provide medical care to patients of all ages at Girdwood Health Clinic, Inc. (GHCI). There are additional responsibilities that may involve some administrative functions such as overseeing programs, participating in community outreach and education, participating in quality assurance and staff meetings, and generally performing tasks that maximize quality of care provided to GHCI patients. This position operates within the professional standards of care and scope of practice for licensure of MD, DO, NP, PA -C as defined by the State of Alaska and professional associations.

Duties and responsibilities

- Provide comprehensive primary health care to patients of all ages, ensuring continuity of care for a panel of patients.
- Assess, diagnose, and treat acute and chronic illnesses, managing chronic health conditions within expertise.
- Conduct physical examinations, including sports physicals and preventive medicine/wellness visits for patients of all ages, including infants.
- Provide urgent care services within the scope of GHCI, including medical triage and responding to emergencies as necessary.
- Perform basic medical procedures such as splinting and suturing
- Order, interpret, and assess diagnostic tests and imaging.
- Assist in developing treatment plans, ensuring appropriate follow-up care, and collaborating with specialists and referring patients for care as appropriate.
- Educate patients on diagnoses, treatments, and preventive care measures, practicing medicine within approved clinical privileges.
- Adhere to GHC policy and procedures regarding standards of care and practice
- Maintain current collaborative agreements with collaborative physicians as required
- Participate in community outreach and education initiatives.
- Participate in staff quality improvement activities, attend provider and staff meetings.
- Maintain professional relevance by continually updating knowledge and skills through conferences, workshops, professional literature, or other training. Exercise prescriptive authority as per Alaska statutes.
- Document patient visits accurately in the GHCI EMR system, ensuring patient confidentiality and compliance with HIPAA requirements.
- Perform other related duties as assigned

Qualifications

- Education
 - Bachelor’s Degree minimum, Masters preferred
 - Graduate of an accredited MD, DO, NP or PA program
- Licensure/Certifications

- Unrestricted professional license to practice as either a MD, DO, Physician Assistant or Nurse Practitioner, with current Alaska license.
- Graduate of an accredited medical or osteopathic school with MD, DO or equivalent degree. Successful completion of ACGME accredited family medicine or internal medicine residency. Board certification/board eligible preferred.
- Accreditation from nationally recognized Physician Assistant/Nurse Practitioner program.
- Must be in good standing with national and/or state professional organizations with current continuing education requirements and professional licensure.
- Two years' minimum working experience in a primary or urgent care setting with rural, community health center and/or underserved clinical environment preferred.
- Current DEA license required (or in application process at time of hire).
- Current BLS or ACLS certification required; PALS and ATLS certification encouraged.

Knowledge and Abilities

- Uphold patient confidentiality throughout GHCI operations.
- Embrace GHCI's mission, serving diverse demographics with particular emphasis on underserved populations.
- Facilitate culturally sensitive patient involvement in healthcare decisions and goal attainment.
- Demonstrate professionalism and adherence to evidence-based practices in healthcare delivery.
- Address patients' behavioral and social health needs.
- Maintain accurate electronic medical records using GHCI's chosen EMR systems.
- Manage diagnostic tests and procedures effectively, collaborating with specialists and GHCI team.
- Willingness to assume leadership roles as needed.
- Foster positive relationships with patients, family, and GHCI staff, working towards high-quality healthcare delivery.
- Engage with diverse patient populations and adhere to coding requirements.
- Prioritize tasks and manage time effectively in a busy practice environment.
- Adhere to GHCI policies while providing constructive input in their development.
- Complete complex tasks within deadlines.
- Communicate effectively in verbal, written, and electronic formats.

Working Conditions

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. The majority of the tasks are completed on a computer and will require extended periods of sitting. The general work environment is clean with a moderate temperature and noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the general public, staff members and government representatives under all conditions and circumstances.

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants, radiation and hazardous chemicals. All GHCI facilities are non-smoking. GHCI will

provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. GHCI will make the Hepatitis B vaccination, and other employee required vaccines and tests, available to all employees free of charge.

Physical Requirements

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is required to sit, talk, hear, write, reach with hands and arms, manual dexterity to handle small sharp instruments, operate a keyboard, and have the visual acuity to read small print and view a computer monitor. Employees may be required to move quickly in the event of an emergency and should have received a recent physical exam demonstrating good health. May need to lift medical equipment and help in lifting patients occasionally.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employees may travel between multiple worksites and be responsible for their own transportation. Out of area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employees will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the general public, staff members and various agency representatives under all conditions and circumstances.

Direct Reports

None.

Employee Confirmation

I confirm I have read the above job description, fully understand the requirements of the job, and agree to perform my duties accordingly.

Printed Name/Degree: _____

Signature: _____ Date: _____