



DOCTORS CARE Job Description

Job Title	Medical Clinic Provider	Revision Date: 1/13/2021
Reports To:	Clinic Director	
Performance Appraisal by:	Clinic Director	
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern FSLA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		

Primary Objective

Provide Primary Healthcare services including general and preventative medical care in a culturally competent team based approach. This includes working with an integrated care team which may include dental, behavioral health, care coordination, coverage assistance, and health navigation to address medical and non-medical patient needs.

Core Responsibilities/Key Accountabilities

- Provide diagnostic and therapeutic services to patients, including patient education and collaboration with colleagues to achieve patient health care goals.
- Maintain accurate patient care plans and documentation
- Abide by standards of care and patient flow demands
- Precept medical, NP and PA students
- Collaborate and support volunteer medical providers in the clinic and the organization
- Perform "DOC of the Day" duties in the follow up and documentation of daily labs, documents, medication refills and referrals.
- Utilize EHR efficiently
- Comply with updates in training and documentation requirements
- Participate in QI teams and projects as directed
- Participate in supporting team-based healthcare and managing panel of patients and others as assigned.
- Support Volunteer providers in facilitating patient care and documentation in the EHR
- Maintain HIPPA and OSHA compliance at all times
- Comply with billing standards and policies

Secondary Responsibilities

- Participation in organization wide fundraising and community events
- Project participation of grant initiatives and reporting
- Special administrative projects as assigned

Metrics

- Maintain appropriate licensure and guidelines of the state of Colorado
- Patient care audit and reporting of panel KPI measures
- Periodic review of performance and tasks by supervisor

Knowledge, Skills and Strengths Requirements

- Excellent clinical acumen
- Ability to work both independently but in compliance with scope of practice
- Customer service skills, communication skills in both verbal and written form
- Exceptional attention to detail and ability to perform in high volume patient environment
- Understanding of the non-profit sector
- Spanish language proficiency preferred but not required

Desired Education

- Board certified and in good standing with National and State registration as PA-C or FNP
- ACLS preferred BLS required

Organizational Relationship

<i>This Position</i>	<i>Reporting Relationships (Titles)</i>	
Level 1	Executive Director	Board of Directors
Level 2	Chief Operating Officer	Executive Director
Level 3	Clinic Director	Chief Operating Officer
→ Level 4	Medical Clinic Provider	Clinic Director
Level 5	Volunteer Staff	Staff

Direct reports: None