



Cow Creek Government Office

Position Description

Position Title: Primary Care Provider

Department: CCH&WC

Reports To: Clinic Director

FLSA Designation: Non-Exempt

Date Written/Revised: 10/13/09, 6/13/2018

Pay Grade: 25

POSITION PURPOSE:

Lead medical home teams within CCH&WC via providing the highest quality, best practice-based health care to eligible Clinic users.

ESSENTIAL FUNCTIONS:

- Provide primary health care services to all eligible clinic users. Obtain health history and physical assessment of patients, ordering pertinent diagnostics and implement appropriate therapy according to standard medical practice.
- Provide referrals to outside providers when appropriate; obtaining appropriate consults when problems presented are outside scope of practice or when unfamiliar with a particular aspect of the patient's care.
- Screen and assess patients who are not physically present following telephone triage protocols. Determine the need to be seen and/or the urgency of the condition.
- Provide newest education to patients and families regarding the management of medications, treatments, home care or discharge instructions, etc.
- Function under the established routines and medical protocols of the clinic. Promote continuity of care by establishing follow-up care or referrals to other healthcare providers.
- Enforce clinic policies and procedures to ensure that the CCH&WC high standard of business is upheld.
- Participate in quality improvement activities.
- Utilize Electronic Health Record (EHR) medical records system through RPMS patient management system, in a competent manner, and provide team support for efficient functionality.
- Consult with contract health service in matters of case management; participant in Resource Management Committee meetings as primary team member.
- Maintain professional credentials by keeping all required licenses current, including but not limited to Oregon Medical License, DEA License and ACLS certification.
- Provide medical guidance to tribally owned businesses as the need arises.
- Foster an environment that promotes trust and cooperation among all staff of the CCH&WC.
- Maintain confidentiality of all patients and employee information.

QUALIFICATIONS:

- Special training/experience in general medicine.
- Experience working with Tribes and/or Indian Health Service is preferred.
- Knowledge of professional medical standards, theories, abilities, procedures and techniques used in acute and chronic disease care and education and have the ability to implement these within a clinical setting.
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations.
- Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs.
- Have good typing skills and be familiar with basic office procedures.
- Must demonstrate proven effective interpersonal communication skills.
- At least five years' experience in a clinical setting and/or appropriated residency program.
- Unrestricted Oregon Medical License.

Cow Creek Government Office

Position: Primary Care Provider

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

- 1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Frequent**
- 2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequent**
- 3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Frequent**
- 4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequent**
- 5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Occasional**
- 6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional**
- 7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**
- 8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasional**
- 8. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Frequent**
- 9. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent to none.**
- 11. **CRAWLING** - (Surface? Frequency? Distance?) **Intermittent to none.**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, and communicable disease, etc.)

| | | |
|---|-----------------|--|
| <u> </u> <input checked="" type="checkbox"/> | Sedentary Work | = Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally |
| <u> </u> <input type="checkbox"/> | Light Work | = Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently |
| <u> </u> <input type="checkbox"/> | Medium Work | = Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| <u> </u> <input type="checkbox"/> | Heavy Work | = Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| <u> </u> <input type="checkbox"/> | Very Heavy Work | = Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently |

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.