DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068
Duckwater Nevada 89314
(775) 863-0227 Phone
(775) 863-0301 Fax

POSITION DESCRIPTION

TITLE: Family Practice Physician

STARTING: SALARY: D.O.E.

OPENING DATE: February 17, 2015

CLOSING DATE: Open until filled

LOCATION: Duckwater Shoshone Reservation

DEFINITION:

The Physician will be under the direct supervision of the Division Health Manager. Overall responsibility includes providing primary outpatient medical health care services consistent with the Duckwater Tribe's policies involving the delivery of family oriented medical care services.

DUTIES:

1. Provides Primary Care at the Duckwater Health Clinic and supervises Medical Assistant.
2. Completes Patient Care component (PCC) forms, and super bills to ensure accurate patient information and maximization of reimbursement.
3. Provides documentation into electronic health records, and willing to meet regulatory requirements to achieve and maintain Meaningful Use.
4. Assesses and examines patients, reviews past medical history, and requests and or performs/recommends diagnostic tests and examinations deemed necessary to obtain all possible information related to each case.
5. Make preliminary diagnosis, directs, prescribes or provides treatment or arranges for specialized care or patient referral as required. Ensures the provision of timely follow-up care and services required.
6. Provides primary health care services in a cost effective and efficient manner.
7. Makes notes of observations into clinical records. Provides emergency care and/or stabilization as appropriate. Provides total patient care including prevention, health maintenance, early diagnosis, treatment and follow-up services to patients under his/her care.

8. Adheres to I.H.S. National Standards of practices in the delivery of primary health care services.
9. Acts as primary pharmacist, prescribes and dispenses pharmaceuticals.
10. Identifies risk management issues and brings to the attention of the Health Division Manager.
11. Provides thorough process of evaluating the patient and develops a treatment plan that is appropriate with the patient's current symptoms and clinical findings; reviews patient's medications, diet, therapy course, adherence to management plan and patient observations; and instructs, counsels, and educates patients and their families on medical concerns.
12. Refers patients to appropriate recognized private medical or other government medical facilities as necessary, providing complete clinical information for care and diagnostic procedures that cannot be adequately provided onsite.
13. Ensures preparation of appropriate medical records for all patients seen to ensure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care; prepares clinical reports and correspondence concerning patients under his/her care to physicians, hospitals, and other individuals and facilities.
14. Serves on the Utilization Review Committee for Contract Health Services.
15. Ensures that all regulatory and requirement issues are current and processed.
16. Addresses staffing issues in regard to clinical performance and attends clinic meetings.
17. Conducts quarterly chart reviews.
18. Guides and makes recommendations to the Health Division Manager to develop and maintain Quality Assurance Projects.
19. Provides guidance in pursuit of AAA-HC Accreditation.
20. Develops the Annual Diabetes Audit Report.
21. Provides disease prevention presentations to the Duckwater Community.
22. Provides monthly written reports (statically) to the Tribal Council.
23. Provides monthly reports regarding State Vaccines.
24. Acts as escort for same sex alcohol/drug tests within clinic setting.
25. Participates in National Information Management Systems (NIMS) as part of the Duckwater Health Department Team.
26. Performs other duties as assigned.

KNOWLEDE AND SKILLS:

1. Ability to motivate, train and work effectively with the Duckwater Health Staff.
2. Ability to work with diverse community and respect the culture and traditions of the Duckwater Shoshone Tribe.
3. Ability to communicate with others effectively and respectfully and in writing in working out solutions to problems or questions relating to work.
4. Ability to develop improvements in or design new work methods and procedures.
5. Ability to function as a team member.
6. Ability to assess quality patient care.
7. Ability to maintain patient medical records.

8. Proven skills in providing diagnostic, preventive, and/or therapeutic services to patients.
9. Must be able to work with confidential material without betraying the trust of patients, families, or the Tribe.

QUALIFICATIONS/EXPERIENCE/REQUIREMENTS:

1. Completion of an accredited medical school licensed practice (preferably in the State of Nevada), Board Certified in Family Practice.
2. A permanent current full and unrestricted license to practice medicine within the State of Nevada or possesses a license in another state,
3. Current medication dispensing license (DEA).
4. Be willing to submit to and pass pre-employment alcohol/drug screening test and comprehensive fingerprint background check.
5. Possess a current CPR/AED Card.
6. Must possess a valid Driver's License with a clean driving record and insurable under the Duckwater Tribe's Insurance Policy.
7. Must be willing to travel
8. Must be Alcohol and Drug Free
9. Must keep CEU's current (Expenses absorbed by the Tribe)
10. Must be have a current NPI number (accepted by Medicare as a provider).

INDIAN PREFERENCE:

Preference will be given to qualified Indian applicants in accordance with 25 CFR 271.44.

APPLICATIONS:

Employment applications may be obtained from the Administration Office and/or by calling, 775-863-0227. For more information you may contact the Division Manager of Health and Social Services, Duckwater Shoshone Tribe at 775-863-0222.