



## Cow Creek Government Office

### Position Description

**Position Title:** Primary Care Provider

**Department:** CCH&WC

**Reports To:** Clinic Operations Director

**FLSA Designation:** Exempt

#### **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:**

- At least five years' experience in a clinical setting and/or appropriated residency program.
- Unrestricted Oregon Medical License.
- 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.