



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Primary Care Physician with Specialty in Geriatrics

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday – Friday 8:00am – 4:30pm

**Salary Range:** Negotiable

**Posting Date:** 04/09/2019

**Closing Date:** Until Filled

#### **Description of Position:**

The Primary Care Physician is a licensed/Board Certified/Board Eligible trained professional in a specialty medicine who plays a key role as part of the clinical operations team providing direct patient care and providing assessments primarily at the Lac Courte Oreilles Community Health Center. The responsibilities include but are not limited to: geriatric assessment, medical history, physical exam, diagnosis and treatment, development of the plan care, health education, specialty referrals, case management referrals, follow-up and clear documentation according to our standard for quality, service, productivity and teamwork. The Primary Care Physician will be required to demonstrate the ability to function both independently and in collaboration with other health care professionals. Will consult with the LCO-CHC Health Director/CEO and Medical Director to ensure compliance with guidelines along with participating in the risk and quality management programs, clinical meetings and other meetings as assigned.

The Primary Care Physician will provide confidential quality family orientated healthcare in an environment that is respectful and fosters innovation utilizing available resource to maximize services to improve the overall health of the Tribal community.

#### **Qualifications:**

- Medical degree from an accredited school.
- Active, Unrestricted License to practice medicine in the state of WI.
- Current DEA and DPS Certificate of Registration required.
- Minimum 2 years of experience in direct patient care.
- Experience in chronic conditions and geriatrics required.
- Familiar with DME orders and long term care referrals.
- Medicaid and Medicare provider eligible required.
- Must have a high level of personal integrity and ethics.
- Good interpersonal communication and team work skills.
- Possess strong oral presentation skills.
- Thorough knowledge in pharmacological agents used in patient treatment.
- Skills in Electronic Health Record including meaningful use documentation and documentation relevant to billing level applied.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Knowledge of state practice laws and accreditation standards.
- Mantoux TB test current;
- Have completed Hepatitis B series;
- BLS Certified
- Valid Drivers License
- Valid Vehicle Insurance
- Be able to pass pre-employment and random drug screen

### **Major Duties and Responsibilities:**

- Provide patient care to a population of male and female patients of all ages with a variety of health problems.
- Provide medical patient care by interviewing, examining, and treating of clinical patients in order to meet their medical needs.
- Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines.
- Recommend interventions to modify behavior associated with health risks.
- Educates patients on wellness, prevention and early detection by providing materials and resources to the patients and families.
- Refers the patient to the appropriate medical facility for emergency situations for care or services not provided by the Health Center.
- Determines which referrals to specialty clinics are required based on examination and patient needs.
- Determines level of urgency of follow-up, referral/consultation appointments.
- Exercises final medical judgement in all issues of health care.
- Reviews on a regular basis long term cases that require ongoing medical attention.
- Assists in the resolution of complaints, requests and inquiries from patients.

- Maintains confidentiality of all patient information according to federal guidelines and regulations.
- Performs duties in a tactful and professional matter.
- Performs procedures as available in the Health Center when evidence of current competency has been provided and verified.
- Assist in the development and presentation of medical and health information to the physician staff at the Health Center.
- Completes provider notes by in-depth documentation in the medical records.
- Prescribes medical treatment and clinical drugs to patients as needed.
- Obtains an adequate history and physical from the patient and/or family if appropriate.
- Performs adequate exams, orders the appropriate laboratory or radiology exams if needed.
- Interpret the results of diagnostic tests such as complete blood counts (CBCs), electrocardiograms (EKGs), and radiographs (x-rays).
- Orders medication, interpretation and synthesis of clinical data, formulation of treatment plans, conveying the information to the patient, documents all activities as appropriate, meeting all standards of our accredited body.
- Detect and respond to adverse drug reactions, with special attention to vulnerable populations such as infants, children, pregnant and lactating women, and older adults.
- Adhere to strict departmental goals/objectives, standards of performance, regulatory compliance, quality patient care compliance, and policies and procedures.
- Proficient in Women's health procedures including but not limited to IUD placement and removal, implantable contraceptive.
- Perform in office primary care procedures, including joint injections and skin biopsy.
- Perform competent and comfortable in geriatric and pediatric care.
- Continually maintain Board Certification/Eligibility and Medical Licensure to practice in the state of WI.
- Continually meet all requirements for Medical Staff By-laws and Rules and Regulations.
- Reviews 10 charts monthly for peer review.
- Complete sufficient, timely, and accurate documentation in the Electronic Health Record within 2 days of date of patient visit or patient contact or patient care activity. Must be completed within 48 hours for best patient care and revenue cycle processing.
- Reporting of Adverse Incidents and investigate cases of all other providers.
- Attend Integrated Team Meetings to manage Pain Medication patient cases and collaborate with the Behavioral Health Department and other care teams as assigned.
- Incorporate the Patient Centered Medical Home Model delivery to patients needs.
- Perform other duties as assigned by the Medical Director.

### **Supervision and Guidance:**

The Primary Care Physician will work under the direct supervision of the Medical Director with oversight by the CEO Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Resume**

**Application**

**Letter of Interest**

**Credentials**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

*The LCO-CHC shall be recognized as a family oriented clinic. The LCO-CHC shall strive to provide excellence in compassionate health care, while educating the community utilizing an understanding of traditional Anishinaabe beliefs.*

03/28/2019