



HealthPoint Family Care Mental Health Medical Director

Reports To: CEO
Status: Exempt

Summary: Provides clinical leadership to the organization through developing medical best practice protocols and provider development. Fulfills clinical administrative duties related to policy writing, enforcing, and general clinical reporting. Leads the organization in Mental Health quality initiatives.

Essential Duties and Responsibilities: This job description reflects management's assignment of essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Provides leadership by exuding a positive work ethic, high quality and high productivity and following all organization protocols, policies and procedures

Assesses the clinical operations and provider workflow and proactively suggests improvements.

Assists in designing the organization's mental health programs to achieve access for patients, high quality of care, financial stability, referring provider satisfaction.

Promotes organizational initiatives in actions, demeanor and communications

Advises the CEO in the supervision and provides clinical oversight of the behavior and performance of Mental Health providers at all sites. Assists in establishing and enforcing policies and professional standards for the professional staff. Handles provider clinical questions/issues as appropriate.

Supports organizational initiatives by communicating the initiatives to providers and staff and external customers/partners when appropriate.

Promotes quality of care for our patients by developing and enforcing clinical protocols and policies

Works in partnership with the organization's leadership to establish quality programs and other organizational strategy and goals.

Maintains regular communication with the CEO, Practice Administrator, Medical Director and Quality Manager concerning initiatives, problems, changes, and outcomes.

Proactively stays apprised of relevant medical literature and topics related to FQHCs and shares that information as appropriate and utilizes that information to carry out all other job responsibilities.

Works closely with the Quality Manager related to reporting and clinical policy to ensure accurate and meaningful data reporting and a cohesive clinical program, provides direction, feedback and directs changes as necessary

Assists in assessing the need and with recruitment of new providers.

Functions as an organization advocate with both internal and external audiences.

Provides professional input and advice concerning involvement with programs and projects that originate outside of the organization, including the public health sector, research, continuing education, etc.

Participates in HealthPoint Board of Director, Quality Committee and provider committee meetings as needed.

Follows established regulations and professional standards as required of the position. Participates in and supports continuous quality improvement.

Supervisory Responsibilities: Dotted line supervisory responsibilities over other mental health providers.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Doctor of Medicine Completion of a qualified residency program, Board Certified in Psychiatry.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have the ability to gain knowledge of the Medical Manager computer system, Microsoft Word, text paging, Internet, and Intranet.

Certificates, Licenses, Registrations: Current unrestricted license to practice medicine in the state of Kentucky, and, if admitting to Cincinnati's Children's Hospital Medical Center (CHMC), in the state of Ohio. Unrestricted DEA Certificate. Hospital admitting privileges to appropriate area hospitals as required. Must hold a current CPR certification.

Other Skills, Knowledge and Abilities: Skill with patients in lower socio-economic sectors of the community. Ability to speak Spanish desirable.

OSHA Job Classification: Category I – Handling, managing and disposal of biohazardous materials and/or equipment contaminated with biohazardous materials is a regular part of your work assignment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The

employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

Employee signature

Date



HealthPoint Family Care Medical Provider

Reports To: CEO with dotted line to Practice Administrator and Center Managers
Status: Varies by hiring agreement

Summary: Provides comprehensive medical services for patients and families of ages appropriate to medical training and certification, on a continuing basis.

Essential Duties and Responsibilities: This job description reflects management's assignment of essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Elicits and reviews information about patients in order to provide proper diagnosis and treatment, including test and procedure ordering.

Examines patients for symptoms and physical information.

Analyzes reports and findings of tests and examination.

Defines a plan of care and takes steps to ensure this care is followed by directing clinical support staff when necessary regarding patient care.

Prescribes and administers medications and vaccinations according to national and or organizational established standards of care.

Discusses any possible side affects to medication or immunization with patients.

Promotes health by advising patients about diet, hygiene, and methods for prevention of disease.

Refers patients to medical specialist for consultant services when necessary for patient's well-being.

Documents the patient's visit including medical history, physical exam, diagnoses, plan of action and other pertinent information in accordance with the organization's standards on documentation in the Electronic Medical Record.

Follows all Electronic Medical Record Protocols.

Reviews and signs all urgent lab/test/procedures/patient calls and all office visits in 48 business hours and all non urgent in 72 hours.

Follows up timely with patient regarding progress in high risk cases.

Assists with or prepares forms/letters related to disability, school/work, and other medical paperwork for patients.

Takes after hours call as assigned in accordance with the organization's On Call Procedure.

Strives to achieve organization quality goals

Actively supports organization quality initiatives

Follows established regulations and professional standards as required of the position. Participates in and supports continuous quality improvement.

If a physician, actively supports mid-levels in their development as patient provider and assists with signing medications and orders that they can legally not

Supervisory Responsibilities: Physicians have medical supervisory responsibilities over mid-levels. In addition, the incumbent is required to direct tasks to medical staff regarding patient care. Physicians also are expected to direct clinical support staff in care of patients and to communicate to them and the center manager over any areas for needed improvement.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Doctor of Medicine or Osteopathy degree (M.D. or D.O.). Completion of a qualified residency program.
- Advanced Practice Registered Nurse (APRN) should have three years professional nursing experience. Graduate of an accredited school of nursing and Nurse Practitioner program.
- Physician's Assistant (PA) should be a graduate of an accredited school of Physician Assisting and PA program.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have the ability to proficiently use a laptop computer, the ability to quickly learn the organization's Electronic Medical Record, Internet, and Intranet.

Certificates, Licenses, Registrations:

- Current unrestricted license to practice medicine in the Commonwealth of Kentucky and Unrestricted DEA Certificate.
- APRN should hold a current RN and APRN license in the Commonwealth of Kentucky
- PA should hold a current Physician Assistant license in the Commonwealth of Kentucky. If less than 2 years experience, must work under a supervising Physician at all times.
- Must hold a current CPR certification.

Other Skills, Knowledge and Abilities: Skill with patients in lower socio-economic sectors of the community. Ability to speak Spanish desirable. Ability to effectively communicate with staff, peers, patients and management.

OSHA Job Classification: Category I – Handling, managing and disposal of biohazardous materials and/or equipment contaminated with biohazardous materials is a regular part of your work assignment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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