

Cross Road Health Ministries, Inc.

Job Description

Job Title: Chief Medical Officer
Department: Provider Services
Supervisor: CEO
FLSA Status: Full-Time, Exempt
Approval: By: DRD Date: 3/26/2018
Work Hours: Regular office hours; nights, holidays and weekends as scheduled and as needed.

Position Summary: To direct CRMC's Medical functions, consultation and interdisciplinary liaison.

Essential Duties and Responsibilities:

Medical Direction

- Along with Clinical Managers and Medical Director, and/or Senior On-Site Medical Officers provide leadership to and medical supervision of Physicians, Family Nurse Practitioners, Physician Assistants, Pharmacists, Behavioral Health Professionals, Nurses, and X-ray Technicians, Lab Technicians, and other allied medical staff.
- Provide administrative supervision of Director and Staff Physicians, Family Nurse Practitioners, Physician Assistants, Pharmacists, Behavioral Health Professionals and Lab Directors.
- Recommend professional staff additions.
- Provide Medical expertise with respect to planning and establishing goals and policies to improve medical management.

Medical Liaison

- Develop, review and monitor medically related clinic policy.
- Advise interdisciplinary teams regarding medical diagnosis and treatment.
- Determine direction of medical programming for Medical Department
- Oversee medical staff credentialing
- Serves on various clinic committees as per Medical Staff Bylaws
- Attends General Medical/Clinic staff meetings

Continuous Quality Improvement

- Oversee and participate in quality and peer reviews as outlined in the Medical Staff By-Laws
- Participate in the CQI Committee, in-person or remotely

Confidentiality

- Must maintain strict confidentiality and follow federal/state and facility regulations in this regard.

Communication

- Demonstrates tact, courtesy and a positive approach to communication and interaction with patients, employees and others.

- Communicates job performance information on a regularly scheduled basis and as otherwise needed to those supervised

Professional Development

- Present and attend continuing education events as required/requested. Maintain a good standing in license and Medicare/Medicaid participation.
- Collaborate with the CEO/Administrator and Senior On-Site Medical Officer in the development and implementation of physician education.
- Provide other related duties incidental to the work described herein.

Other

- Provides quality medical care to CRHM patients
- Completes chart documentation accurately and in a timely manner
- Coordinates patient care with other facilities as needed
- Codes patient visits appropriately for the care given
- Actively supports the Mission and Values of Cross Road Medical Center.

Education/Experience:

- Possess the Degree or Doctor of Medicine (MD), or Doctor of Osteopathy (DO) from an accredited Medical School.
- Staff physician at CRHM for at least 2 years, or equivalent experience in Alaska Federally Qualified Community Health Centers.
- Willingness to continue learning about serving in FQHCs, coding correctly and new techniques in the practice of primary and urgent care.
- Possess a current license to practice medicine in the State of Alaska.

Other Skills: Ability to read and comprehend detailed instructions, correspondence and memos. Should have effective oral, written, and telephonic communication skills, including excellent verbal and telephone etiquette. Exceptional customer service, time management, and multi-tasking skills are required. Computer skills are needed.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office 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 regularly required to use hands to finger, grasp, handle or feel and to reach with hands and arms. The employee is frequently required to use and operate medical instruments or devices, sit, stand, walk, see, speak, and hear. The employee is occasionally required to kneel, climb stairs, climb or balance. The employee is regularly required to lift up to 10 pounds, occasionally lift up to 25 pounds, and rarely lift more than 50 pounds (ie moving or positioning a patient). This is an OSHA Category 1 job, which requires safe practices in the handling and exposure to blood, body fluids, infectious diseases or tissues.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. ***This is not intended to be a contract.***

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature _____

Date: _____