

Physician Job Description



Department:	Clinical	FLSA Status:	Exempt
Reports To:	Regional Doctor or Owner	Physical Strength:	Medium

Summary

This position is responsible for providing care directly to the patient, managing their case and care team, and providing them with the proper education of their injuries until resolution by performing the following duties.

Essential Duties

1. Patient care and coordination of that care.
2. Maintain proper record-keeping of patient information and case management.
3. Positive patient experience as well as being a clinical leader.

Job Duties

- Ensures a warm, helpful experience for the patient beginning when they walk in the door.
- Communicates and coordinates with staff – OM, CAs, billing staff, and LMTs.
- Provides direct, hands-on, patient care and education.
- Provides proper case management from start to finish.
- Answer clinic phone calls and emails.
- Performs and interprets XR imaging; is able to explain and educate the patient.
- Refers to advanced imaging when applicable. Educates patients on findings through the use of imaging, models, and graphics.
- Ensures the patient maintains treatment compliance through scheduling with staff, use of an attorney, or further (consistent) education of the patient.
- Required to create and maintain professional relationships with others within the industry.
- Promptly and properly documents each patient visit, exam, and re-exam.
- Provide guided marketing efforts to improve clinic traffic.
- Is a good team player and leader to ancillary staff.
- Reviews the schedule every few weeks with staff to ensure no patients are falling off. If so, aids in calling patients to get them back on schedule.
- Aids in the coordination of patient scheduling, answering phone calls, scheduling imaging, and outside referrals to other physicians.
- May be required to assist in patient scheduling and retention.
- Stay on top of case management for each patient.
- Aids in clinic growth through positive patient experiences and reviews.
- May be required to conduct X-rays on patients and interpret those readings.
- Required to refer out to 3rd party imaging as well interpret those readings.
- Required to communicate with other providers or legal counsel.
- Maintains punctual, regular, and predictable attendance.

Physician Job Description



- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the Regional Director.
- Other duties as assigned.

Supervisory Responsibilities

Directly supervises employees in the CLINICAL Department such as Chiropractic Assistants, Office Managers, and Licensed Massage Therapists. Carries out supervisory responsibilities following the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. 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 essential duties.

Education & Experience

This position requires a Doctoral degree or equivalent with zero to two years of related experience and/or training or equivalent combination of education and experience. Open to take in new graduates.

Certificates, Licenses, and/or Registrations

- Licenses: DC License in OR/WA, CPR/AED (Can be done on the job)
- Registrations: Malpractice insurance, Registered for Workers Comp (Can be done on the job)
- A valid driver's license, acceptable driving record, and automobile liability coverage or access to an insured vehicle.

Travel Requirement

This position requires occasional (6-20% of the position) in-state travel for the purpose(s) of providing coverage in another clinic if able and willing. Travel will primarily consist of day trips.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

Has advanced specialized computer skills that require mastery of applicable software in such fields as graphic design, video production, technical writing, statistics, and web-based training. Experience with Word, PDF, Google Workspace, X-ray interpretation software, EHR, and Excel.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands & Work Environment

Physician Job Description



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is frequently required to use hands and fingers to type or dial and talk or hear. The employee is regularly required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel and exposed to risk of radiation.

The employee must occasionally lift and/or move up to 50 pounds. This position requires frequent computer use. The noise level in the work environment is usually moderate.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____