

# HOULTON BAND OF MALISEET INDIANS

## Job Description

### HEALTH DEPARTMENT

#### Primary Care Provider

Approved by Tribal Council: 02/03/2021

Status: Contracted Full-time employee, 40 hours per week

Supervisor: Health Director

Pay Range: (Negotiable based on provider type)

Role: The primary care physician provides competent primary care, preventative care and urgent care services at the Maliseet Health & Wellness Center for eligible Native Americans of all ages.

#### Position Responsibilities:

1. Responsible for assessment, diagnosis, and treatment of minor illnesses and preventative care services to eligible Native Americans of all ages from pediatric to geriatric.
2. Provide acute and chronic patient care including taking histories, physicals and monitoring therapies.
3. Provide health maintenance exams and education to patients.
4. Maintain accurate and up to date documentation within patient records.
5. Provide services that fall within scope of practice.
6. Maintain patient confidentiality.
7. Use clinical judgment to determine the scope of illness that can be independently treated versus those that need to be referred.
8. Follow oral and written instructions and follow through on all tasks.
9. Complete other reasonable related duties as assigned by supervisor.
10. Abide by HBMI personnel policies as well as all clinic policies and procedures.
11. Must have the ability to establish and maintain a professional business relationship with co-workers, clients, and outside agencies.
12. Ability to react calmly and effectively in emergency situations.
13. Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration.
14. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.
15. Must comply with all laws pertaining to Medicaid, Medicare, and private insurance billing requirements and guidelines.

16. Willingness to attend training and workshops to maintain appropriate CME's for licensure.
17. Must be proficient in basic computer skills as well as maintain proficiency in the use of Electronic Health Records Program, VistA Imaging, E-prescribing, and e-mail use.
18. Maintain up to date accurate documentation for all patient visits in accordance with the HBMI's electronic medical records policies and procedures.
19. Maintain knowledge of current billing and documentation guidelines, meaningful use requirements and GPRA indicators.
20. Order appropriate laboratory and diagnostic procedures. Interpret and integrate data to determine preliminary diagnosis and therapeutic treatment plan.
21. Routine duties shall include medical care and public health services to individuals eligible for services in homes, schools, clinics, job sites, and other community locations within the Maliseet Service Delivery Area.
22. Select appropriate PRC Priorities on medical referrals.
23. Meet as necessary with PRC Review Committee to assist in determination of priorities and medical necessity.
24. Participates in the Maine Prescription monitoring program.

#### Minimum Qualifications

- Current practitioner's license without disciplinary action. (If Nurse Practitioner, must have completed 2 year supervision requirement)
- Must be Board Certified
- Demonstrate a broad range of knowledge of health and disease.
- Demonstrate adult education and training skills.
- Ability to maintain effective work relationships with Tribal community, staff, outside agencies and the general public.
- Sensitivity and knowledge of Native American culture.
- Have good oral and written communication skills.
- Ability to perform medical examinations using standard medical procedures.
- Current CPR certifications or willingness to become certified.
- Ability to be designated as a Medicare or MaineCare provider in the State of Maine.
- Willingness to utilize electronic health records.
- Possess a valid and unrestricted Federal Narcotics DEA number.
- Consent to and successfully pass a criminal background check, DHHS Background Check, and urine drug screen

#### **Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries.  
Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities:**

Bending	F	Sitting	F	N (Not applicable)
Carrying	O	Standiing	F	O (Occasionally) up to 2 hours a day
Driving	N	Talking	F	F (Frequently) 2-6 Hours a day
Handling	F	Walking	F	C (Constantly) over six hours a day
Hearing	C	<u>Lifting/Carrying</u>		
Keyboarding	O	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	