



JOB DESCRIPTION FULL-TIME CLINIC PROVIDER

Contact Person for Job Interest:

Alec Moyer, Director of Operations (AMoyer@pgacadiana.com)

Professional Type: Medical Doctor, Pediatrician

Positions Available: One

Clinic Location: Carencro, Louisiana

Clinic Type: Currently single-provider location but could develop into a multi-provider clinic.

Position Type: Full-Time (salary with contract)

Compensation: TBD upon candidate evaluation

Directly Reports To: Alec Moyer, Director of Operations

Clinic Hours: generally Monday-Friday 8AM-5PM, but clinic schedule available for flexibility with further discussion with and consideration by PGoA administration

Start Date: 1 August 2021, adjustment possible depending on candidate situation

Qualification Requirements:

- Has a Medical Degree from an accredited medical program, with diploma available to submit.
- Has completed a full residency by the contractual start date.
- Duly licensed and qualified Medical Doctor, authorized to engage in the practice of medicine and to prescribe controlled substances in the State of Louisiana pursuant to the authority granted to employee by the Louisiana State Board of Medical Examiners and other applicable regulatory agencies.
- Employee's medical license to practice medicine in any state has never been suspended or revoked.
- Employee has never been reprimanded, sanctioned or disciplined by any licensing board, or state or local medical society or any specialty board.
- No prior experience required.
- Full credentialing preferred but not required.

Medical Responsibilities *(not an exhaustive list)*

- This individual should be trained and competent in the medical, administrative, and clinical practices at an outpatient healthcare clinic, able to lead in the applicable standard of care whenever providing medical services or whenever making recommendations concerning the delivery of medical care to patients
- Employee shall at all times provide services in an ethical and professional manner as described in the *AMA Canons of Ethics for Physicians* and in a manner that protects the best interest and reputation of the employer and healthcare field
- Participates in ancillary services, Mommy Call or Adult Call, Telemedicine Clinic, and Weekend and After-Hours Clinic, and Hospital Rounding as stipulated in the employee's contract.
- Maintains updated and accurate medical records, clinic documentation, patient documentation, and clinic policies and procedures.
- Is a reliable and virtuous face for PGoA when relating to vendors, healthcare partners, patients, PGoA employees, and all PGoA visitors.
- Works well as a team member with fellow Providers across PGoA and most especially with the other Providers at their immediate worksite.

Professional Responsibilities *(not an exhaustive list)*

- Fully participates in the New Provider Orientation during the first several months of the contractual agreement, to ensure full orientation and preparation to run a sustainable, productive, and enjoyable medical practice.
- Abides by company policies and Best Practices, most especially the Clinic Operations Manual.
- Works with PGoA Administration to develop as a Physician Leader both within PGoA and at their clinic
- Leads the clinic as the primary healthcare and professional example
- Leads regular clinic meetings in accordance with the Clinic Operations Manual, including clinic staff evaluations, healthy clinic culture, clinic personnel replacement, filling clinic personnel vacancy, and vendor relations.
- Works with PGoA departments and administrators as necessary to build and ensure a healthy and sustainable medical practice.
- Maintains a professional manner at all times, acting as a company and clinic example, especially to clinic personnel at their immediate worksite.
- Keeps a clean and orderly clinic, most especially in the exam rooms, public spaces, and office space.
- Works toward and builds an orderly and consistent patient encounter schedule during the weekdays, in accordance with established clinic hours.
- Reports, documentation, and paperwork is completed and submitted in a timely and professional manner.

- Is punctual during work hours: does not arrive after start time and does not leave before closing time, unless given express permission by PGoA Administration.
- Contributes to the clinic as a thoughtful and enjoyable team leader
- Meets with PGoA administration and other PGoA personnel as required
- Greets patients warmly and provides “empathy with excellence” for the entirety of the encounter.
- Maintains professional appearance in dress and conduct.
- Practices quality care and maintains high standards of clinical policies, procedures, and practice.
- Conducts speech and behavior with professional decorum and maturity.
- Seeks help and is teachable when problems arise.
- Contributes to the ongoing health of PGoA, the clinic worksite, and non-clinic personnel, including other PGoA employees.
- Is a central team player in not just identifying problems but joyfully solving problems at the clinic level, and across PGoA as needed.

Additional Considerations

- Full benefits available
- Provider revenue share and investment opportunities specified in the contract
- PTO and UTO available and specified in the contract
- Moving expenses specific in the contract
- J1 waiver and H1B options available
- May be placed in a single or multi-provider clinic, as needed and agreed upon during tenure.
- Relocation is possible based on contractual details and corporate needs.
- Regular professional and clinic evaluations completed by PGoA administration