



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Physician / Chief Medical Director

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday – Friday 8:00am – 4:30pm

**Salary Range:** Negotiable

**Posting Date:** November 5, 2019

**Closing Date:** Until filled

#### **Description of Position:**

The Chief Medical Director provides direct patient care to beneficiaries of the Lac Courte Oreilles Community Health Center leading the Patient Centered Medical Home Model on a continuous basis. Work activities of the Clinic's Physician include direct supervision of support staff to include laboratory and x-ray staff. The Physician will determine diagnoses and complete treatment plans after proper examination and consideration of vital and other patient factors on an individual basis. The Chief Medical Director will supervise other staff physicians and medical staff and will build close working relationships with them to provide the best patient care possible he or she delegated. Will work closely with and carry out any additional tasks assigned or special projects brought up by the Health Director.

The Medical Director will provide confidential quality family orientated healthcare in an environment that is respectful and fosters innovation utilizing available resource to maximize services to improve the overall health of the Tribal community.

#### **Qualifications:**

- Possess a valid WI State License as a Family Practice Physician.
- Possess four years experience in the medical setting required.
- Experience Supervising other Physicians required.

- Mantoux TB test current;
- Have completed Hepatitis B series;
- Ability to make treatment plans and carry them out;
- Experience working with an Electronic Health Record program.
- Possess strong oral presentation skills.
- Ability to supervise other staff physicians and medical staff.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Skills in Electronic Health Record including meaningful use documentation and documentation relevant to billing level applied.
- Knowledge of state practice laws and accreditation standards.
- Valid Drivers License
- Valid Vehicle Insurance
- Be able to pass drug screen

### **Major Duties and Responsibilities:**

- Prescribe medication dosages, routes, and frequencies based on patients' characteristics such as age and gender.
- Order, perform, or interpret the results of diagnostic tests such as complete blood counts (CBCs), electrocardiograms (EKGs), and radiographs (x-rays).
- Analyze and interpret patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses.
- Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines.
- Diagnose or treat acute health care problems such as illnesses, infections, and injuries.
- Prescribe medications based on efficacy, safety, and cost as legally authorized.
- Counsels patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over-the-counter (OTC) medications, and herbal remedies.
- Recommend interventions to modify behavior associated with health risks.
- Detect and respond to adverse drug reactions, with special attention to vulnerable populations such as infants, children, pregnant and lactating women, and older adults.
- Educate patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances.
- Educate medical staff on best practice behaviors and skill setting.
- Approve or deny applications during the credentialing process.
- Oversee entire medical department and develop strategies to serve patients more efficiently and effectively.
- Provide emergency care as required. Provides definitive management of all medical cases not requiring referral.

- Assist in the provision of technical assistance to tribal and community groups as requested
- Knowledge of Electronic Health Record program and prior experience working with the EHR.
- Organizes and maintains medical services and committee activities as required for accreditation and certification purposes.
- Participates in decisions relative to establishment of patient care programs, clinical service and in operational policies. Responsible for developing work schedule of medical staff and of the staff “Elder Care Clinic” and other programs.
- Serves as Chairman of the medical staff committee and is responsible for calling, creating agenda, presiding, documenting, and reporting medical staff meetings to the Tribal Health Director according to the approved Medical By-Laws.
- Represents the Medical Staff to the Tribal Governing Board.
- Reviews 10 charts monthly for peer review.
- Complete sufficient, timely, and accurate documentation in the Electronic Health Record within 2 days of date of patient visit or patient contact or patient care activity. Must be completed within 48 hours for best patient care and revenue cycle processing.
- Responsible for supervising all the medical staff by initiating personnel actions including recruitment, selection, promotion, and termination of medical staff
- Develops performance standards and evaluates performance of medical staff employees
- Serves as Chief Medical Director to the Tribal Health Director in all matters pertaining to patient care.
- Participates in all decisions relative to improvement in the quality of services at the LCO Health Center, including decisions relative to allocation of personnel, supplies, equipment, funds, and construction
- Develops with other appropriate staff, plans for medical audit, utilization review, infection control, medication usage, and other required activities.
- The Chief Medical Director must possess a specialized knowledge of concepts, principles, and practices of Family Practice.
- Reporting of Adverse Incidents and investigate cases of all other providers.
- Attend Integrated Team Meetings to manage Pain Medication patient cases and collaborate with the Behavioral Health Department and other care teams.
- Lead in the Medical Home Model Patient Centered Delivery.
- Incorporate the Patient Centered Medical Home Model delivery to patients needs.
- Assist with the design/layout/patient flow in new building design team.
- See walk-in patients 2 (two) hours a day
- Complete functions with all Providers to accomplish Medical By-laws and credentialing of all providers.
- Receive 1 hour a day in your schedule to work on Administrative duties.
- Attend established meetings and participate on committees From 1:00pm – 4:30pm on Wednesday afternoons.

- Perform Medical Director Management and Quality Assurance duties From 1:00pm - 4:30pm on Fridays.
- Perform other duties as assigned by the Health Director.

### **Supervision and Guidance:**

The Chief Medical Director will work under the direct supervision of the Health Director.

The professional work of this position affects the health and wellbeing of the Lac Courte Oreilles Tribal Members which will be held at highest regards.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Resume**

**Application**

**Letter of Interest**

**Credentials**

**Proof of any Stated Qualifications**

**Three (3) current Letters of Recommendation**

**Academic Transcripts**

**Authorization For Release of Information (see attached)**

**Current Licenses**

### **Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

