



## JOB DESCRIPTION

<b>Job title</b>	<i>Primary Care Physician</i>	<b>FLSA Class:</b>	<i>Exempt</i>
<b>Department</b>	<i>Medical Clinic</i>	<b>Position Type:</b>	<i>Full Time</i>

### Job purpose

Primary care physicians are usually the first point of contact for people seeking medical care. These doctors must be able to assess, diagnose, and treat a wide range of conditions, ranging from broken bones to more exotic illnesses. Physicians often care for families across generations and are an integral part of many people's lives. In cases where more specialized medical care is needed, a family practice physician will refer their patient to another physician for more focused care.

### Duties and responsibilities

- Provide the full spectrum of outpatient primary care for adults and children.
- Record patient history, perform or request diagnostic tests and make diagnoses.
- Prescribe appropriate treatment, administering vaccinations and performing follow-up examinations, as well as educating patients in disease prevention and health maintenance.
- Provide individual patient instruction in accordance to prescribe treatment plan.
- Prepare medical records, clinical reports and correspondences.
- Supervise allied health professionals, such as nurses, physician assistants and medical assistants as assigned.
- Attend conferences and seminars when requested and comply with continuing education requirements.
- Perform other duties as assigned.

### Qualifications

- Graduated from an accredited medical school.
- Valid California Practice License.
- Continuing Medical Education (CME) credit to maintain license and board certification after residency.
- DEA registration to prescribe controlled substances.
- Bi-lingual English and Chinese (Preferred, not required).
- Valid CA Driver's License and Proof of Insurance

### Direct reports

Chief Medical Officer