



## **Job Title: Internal Medicine Position**

### **About Us**

Be a part of a growing and reputable Team that is making an impact in their community! FoundCare, Inc. is a non-profit health care provider with convenient locations in Palm Beach County. FoundCare's mission is to fulfill unmet healthcare and social service needs of individuals and families in Palm Beach County. In order to accomplish this mission, FoundCare operates a Federally Qualified Health Center that offers pediatric and adult primary care, chronic disease management, infusions, behavioral health counseling, laboratory work, X-rays and dentistry, as well as an on-site pharmacy.

**PRIMARY PURPOSE:** The Internal Medicine Physician works as part of the medical provider team delivering medical services to the patients of FoundCare. In addition, Physicians, unless specifically exempted by the Chief Executive Officer, shall be qualified to provide inpatient care services, assume “on call” after hours’ responsibilities and supervise the health center’s PAs or NPs as appropriate.

### **ESSENTIAL JOB FUNCTIONS:**

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for Internal Medicine patients.

Order laboratory and radiology tests and refer patients to specialists when appropriate and called for.

Analyze reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options.

Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions.

Discuss potential side effects of medication/treatment with patients and ensure that all allergy information is up-to-date before prescribing medication/treatment.

Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing.

Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards.

Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

Interdepartmental medical consultation as requested.

Clinical supervision of mid-level staff, resident physicians, FNP/PA and medical students as needed.

Participate in the development of medical services, including protocols, standard procedures, and management of patient care related activities.

Serve as liaison with the local medical community. Initiate appropriate specialty referrals.

Advise Chief Medical Officer of any problems that can affect the efficiency of the Health Center.

Maintains a problem oriented health record for each patient seen in accordance with the Center's established Health Information Management policies and procedures to include providing appropriate and legible documentation

Complete appropriate documentation necessary for Data and Billing Departments.

Advise nursing and/or medical assistant staff of appropriate response to patient phone calls.

Must also be able to respect the culture, values and opinions of others.

Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of medical practice and care.

Ability to orally communicate effectively with others, with or without the use of an interpreter.

Ability to communicate effectively in writing using the English language, with or without the use of auxiliary aids or services.

Ability to review, understand, and apply concepts presented in training programs, conferences, and/or professional literature.

Clear understanding that FoundCare provides information on educating individuals on safer sex practices which would include but not be limited to, exposure to explicit language, explicit printed material, and descriptions of explicit sexual activities as part of the agency's mission in the prevention and transmission of HIV disease.

Assist with agency fundraising activities as requested, including promoting events, selling tickets, soliciting donations, and other task to support events.

Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Ability to endure short, intermittent, and/or long periods of sitting and/or standing in performance of job duties.

Need to travel to off-site locations and attend meetings, workshops, seminars plus travel to other FoundCare departments and FoundCare conference rooms.

Accomplish job duties using various types of equipment/supplies, e.g.  
pens, pencils, calculators, computer keyboard, telephone, etc.

## **MINIMUM QUALIFICATIONS:**

Graduation from an accredited medical school with a degree of Doctor of Medicine.

Completion of an approved residency program as required by the position.

Must possess a current unrestricted license to practice Medicine in the State of Florida. Board Certified preferred.

Annual continuing medical education as required by Board specialty

Must be registered and have current DEA, and other such certificates to legally operate a practitioner in the State of Florida.

Two years clinical experience in the direct delivery of primary care.

Ability to use good reasoning and judgment and to react calmly in emergency situations

Ability to establish and maintain effective working relationships with patients, medical staff, coworkers and the public

Ability to read, write and communicate effectively orally and in writing

PC proficient.

Quick response/accurate data entry to present treatment plans to patients in a short time frame.

Communicate all concerns to the Chief Medical Officer.

Ability to handle various special projects on an ongoing basis while addressing daily needs for the department.

Outstanding customer service skills and the ability to interact and work with diverse populations.

Ability to complete projects with minimal directions/instructions.

Maintain patient and family confidentially.

## **FoundCare offers an excellent compensation package including:**

- Competitive base salary
- Full Suite of benefits
- Generous Paid Time Off
- Company-Paid Holidays
- Support and empower professional growth
- Career advancement
- Great work environment - we have the BEST employees

FoundCare, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

