

Physician

Job Code: 7025

Salary Grade: C13

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides acute and continuing comprehensive individual health care at the University Health Care Center for students, faculty, staff and their dependents.

- Conducts examinations, orders laboratory tests, determines diagnose, prescribes treatment, and performs procedures.
- Analyzes test results, medical records to diagnose condition of the patient.
- Administers or prescribes medications. Discusses potential side effects of the medication or treatment with patient.
- Records complete and timely medical records.
- Maintains patient confidentiality and complies with all Federal and State health information privacy laws.
- Attends professional meetings to maintain licensure and keeps up to date on medical changes.
- Supervises medical and administrative staff.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Doctorate Degree

Experience:

Required: 36 months medical experience. (Residency qualifies)

Certifications or Licenses:

- Medical Doctor Licensure or Doctor of Osteopathy Licensure through the State of Oklahoma.
- Drug Enforcement Agency (DEA) License.
- Oklahoma State Bureau of Narcotics and Dangerous Drugs Control (OBND) License.
- Board Certified.
- Cardiopulmonary Resuscitation.
- Advanced Cardiovascular Life Support.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Ability to communicate verbally and in writing.
- Basic computer skills.
- Detail oriented for accuracy of data and information.
- Highly organized and ability to handle multiple projects and deadlines.
- Ability to build rapport with students, faculty, and staff.

Working Conditions

Physical:

Standing for prolonged periods. Speaking and listening. Manual dexterity. Walking, bending, stooping, and reaching.

Environmental: Clinic Environment.

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