

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1636
Grade: K06
FLSA: Exempt

Standard Job Description

Job Title
Attending Physician VI

Department
Ruth M. Rothstein CORE Center

Job Summary

The Attending Physician must be able to provide comprehensive and continuing primary health care for both male and female adult patients (aged ≥18) with an emphasis on providing care to patients with HIV/AIDS. The applicant must be able to adhere to all federal, local and department rules and regulations; consult and teach all mid-level practitioners and ancillary personnel in all facets of HIV/AIDS care; perform all other related duties as assigned.

Typical Duties

Responsibility: Attending physician
Specific Duties: Provides care for HIV positive Adults including Spanish speaking patients.

Responsibility: Resource Attending
Specific Duties: Supervises mid-level practitioners in provision of HIV care and primary care.

Responsibility: Furthers mission of CORE Center
Specific Duties: Participates in internal improvement initiatives and interfaces with community agencies and funders

Responsibility: Electronic charting and adequate documentation
Specific Duties: Complies with electronic charting uses computers / workstations as required to provide sufficient documentation to safeguard patients, meet regulatory, funder, and insurance requirements.

Responsibility: Billing
Specific Duties: Completes all necessary steps and documentation to obtain fair 3rd party reimbursement for services rendered.

Responsibility: Maintains competency and licensure
Specific Duties: Carries out all steps needed to maintain clinical competency and licensure including CME.

Responsibility: Teaches students
Specific Duties: Serves as clinical teacher and role model for medical, advanced nursing, and PA students.

Responsibility: Operates as part of larger healthcare team
Specific Duties: Works with primary and specialty care provider nurses, registrars and all staff to ensure effective communication and comprehensive patient care.

Typical Duties continued

Responsibility: High quality care with high patient satisfaction

Specific Duties: Delivers high quality care as determined by QI and peer review with high patient satisfaction as determined by patient satisfaction surveys, focus groups, and tracking of patient complaints.

Reporting Relationships

Reports to Medical Director-CORE or designee

Minimum Qualifications

- M.D. or D.O. degree from an accredited medical college or university.
- Successful completion of an accredited residency in Internal Medicine or Family Medicine by start of employment.
- Current certification with the American Board of Internal Medicine or American Board of Family Medicine or eligibility for such certification by start of employment.
- Must be licensed as a physician in the State of Illinois.
- Valid Illinois Controlled Substance License or ability to obtain License by start of employment
- Valid licensure with the Federal Drug Enforcement Administration (DEA) or eligible to obtain licensure by start of employment.
- Must meet the eligibility requirements by CMS to bill Medicaid.
- Bi-lingual (English/Spanish) is required.

Preferred Qualifications

- One (1) year experience, post-residency training, in caring for patients living with HIV/AIDS.

Knowledge, Skills, Abilities and Other Characteristics


- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Strong attention to detail, accuracy and precision
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  7/27/16
David N. Schwartz Date
Medical Division Chair XI SC

Approval: _____
Gladys Lopez Date
Chief of Human Resources