

Physician - Psychiatrist - Job Description

Title: Physician - Psychiatrist (EXEMPT)

Description: Evaluates patients for mental, emotional or behavioral disorders. Diagnoses disorders, including nature and extent, and determines the appropriate course of treatment for the patient. Prescribes medication when necessary. Requires a degree in medicine from an accredited school and is licensed to practice. May require at least 2-4 years of psychiatry experience.

Reports To: Vice President of Medical Staff Relations and Medical Director

Primary Functions:

1. Diagnoses and treats patients with mental, emotional, and behavioral disorders.
2. Organizes data concerning patient's family, medical history, and onset of symptoms obtained from patient, relatives, and other sources, such as Physician, Registered Nurse, Certified Nurse Assistant, etc.
3. Examines patient to determine general physical condition, following standard medical procedures.
4. Orders laboratory and other special diagnostic tests and evaluates data obtained.
5. Determines nature and extent of mental disorder, and formulates treatment program.
6. Treats or directs treatment of patient, utilizing variety of psychotherapeutic methods and medications.
7. Perform medication evaluations and medication management services for any clients scheduled.
8. Complete any appropriate indicated paperwork.
9. Complete charting as indicated, including but not limited to, contact logs, progress notes, evaluation notes, discharge notes, and script writing.
10. Comply with security standards regarding script pads, needles, and sample medications.
11. When assigned, perform weekend rounds at local hospitals, including admission evaluations, discharge planning, and daily consultations at those hospitals.
12. Attend and participate in required meetings. Lead and/or participate in medical committees as needed and/or assigned.
13. Collaborate with any treating therapist when applicable/requested.
14. Promptly and courteously return all telephone calls to clients with medication issues or questions.
15. Render professional services to patients in accordance with VNA rules.
16. Provide administrative oversight and supervision of assigned nurse practitioners, advanced practice nurses, physician assistants, and other healthcare professionals employed by or contracted with VNA.
17. Assist management in developing, monitoring, and overseeing VNAs policies and procedures.
18. Assist in developing, implementing, and upholding strategies to maintain current business and develop new programs.
19. Remain abreast of new assessment/treatment techniques in the field of psychiatry and participate in professional association activities as appropriate.
20. Demonstrate in all duties and responsibilities a warm, humane, compassionate attitude toward patients, their families, visitors, customers, and employees of VNA.
21. Additional duties, responsibilities, and stipulations as assigned.
22. Participates in quality improvement/assurance activities.
23. Assist in developing clinical education for staff and physicians.
24. Responsible for assisting VNAs management in meeting and exceeding the standards of all accrediting and licensing bodies, including CHAP.
25. Follows established guidelines for use and/or disclosure of protected health information. Employees should report any breaches of the Health Insurance Portability and Accountability Act (HIPAA) rules to the Privacy Officer (Vice President of Patient Services) immediately. Failure to comply with HIPAA policies and procedures will result in disciplinary action, up to and including termination of employment.
26. Other duties as assigned.

Qualifications:

1. Doctor of Medicine or Osteopathic Medicine degree with a valid license to practice psychiatry in the State of Illinois.
2. Board certification or board eligibility in the field of psychiatry.
3. Five years of experience practicing medicine preferred.
4. Possess a general knowledge and understanding of healthcare clinic setting.
5. Possess specific knowledge of behavioral medicine healthcare.
6. High level of analytical skill and creative ability.
7. Ability to (and support/enhance) work in a team-oriented environment.
8. Ability to work with minimal supervision and make frequent independent judgments.
9. Perform duties on a continual basis with close attention to detail, including the ability to prioritize tasks, and exhibit flexibility with needs and the performance of duties.
10. Must possess excellent interpersonal skills to receive and convene with patients, families, staff and other physicians possessing or describing a variety of concerns.
11. Other mental processes required to perform essential duties and responsibilities include observing, analyzing, differentiating, problem solving, identifying, reasoning, interpreting, remembering, knowing, and understanding, among others.

Essential Functions/Physical Requirements:

1. Manual dexterity and strength sufficient to perform medical procedures and use computer.
2. Tactile, visual, auditory and olfactory senses intact.
3. Ability to stand for extended periods of time.
4. Ability to lift as required in VNA Health Center physical exam.
5. Ability to drive a car.
6. Ability to deal effectively with high levels of stress.

Revised: 06/25

Last Review Date: 06/25