



# Example of General Physician Job Description

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Our growing company is looking to fill the role of general physician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general physician

- Works with others to develop and implement performance improvement and quality assurance programs for specialty
- The Physician Office Coordinator is responsible for planning, controlling, organizing and directing the day-to-day operations and activities of the physician affiliate office or physician department
- Regularly reviews billing practices to assure physician and office reimbursement is appropriate
- Assures correctness and timeliness of Accounts Receivable and Accounts Payable
- Is responsible for the hiring, training, development and assignment of tasks to the physician affiliate office staff
- Maintains medical records in compliance with Florida Hospital Memorial Medical Center, HealthCare Partners, TJC and HIPAA requirements with respect to patient confidentiality, security and completeness
- Assists with physician credentialing as necessary
- Associates degree required, or equivalent related experience
- Computer proficiency required in Word, Excel, Outlook
- Two years' experience as a lead role in a medical setting or physician office manager required

## Qualifications for general physician

- Graduate of a Physician Assistant program accredited by the Committee on Allied Health Education and Accreditation
- Current certification by the National Commission of Certification of Physicans' Assistants
- Clear and active license as a Physician Assistant in the State of Florida
- General surgery and/or Pediatric experience preferred