

**WESTERN KENTUCKY UNIVERSITY IN BOWLING GREEN, KENTUCKY
HEALTH SERVICES**

STAFF PHYSICIAN

Western Kentucky University, Health Services is seeking applicants for a full-time **Primary Care Staff Physician** (BC/BE in Family Practice, IM, or other Primary Care Specialty). This position is to provide medical services for the patients who utilize WKU Health Services. This position offers competitive pay with State of Kentucky Employee Benefits. Work environment includes a new, state-of-the-art clinic (completed January 2008), electronic medical records system and convenient location to recreational facility and other campus services, full-service laboratory (including drug testing capability), digital x-ray, health promotion and education, travel medicine clinic among others. Current clinical staff includes 2 physicians (Internal Medicine & Family Medicine), 1 Nurse Practitioner, 2 LPN's, 2 Medical assistants/Radiology technicians, Laboratory technician and billing support staff.

Benefits include: paid vacation and sick leave, paid conferences and CME, licensure renewal and liability insurance, health insurance benefits, discounts on campus services, tuition waiver for employee and reduction for dependents, retirement plan, as well as other benefits.

Hours: This is a regular 12-month, full-time position. The working hours will be regular University hours (8:00 —4:30 M-F during the academic year; 8:00 —4:00 during the summer). Schedules may be rotated to accommodate patients late in the day. Lunches will be scheduled to cause the least disruption in patient flow. Operational hours may be extended in the future if needed to accommodate patient volume.

Essential Job Duties:

- Diagnoses and treats patients and performs procedures consistent with the health services policies and philosophies as well as the medical practice parameters of the state of Kentucky, including proper documentation.
- Prescribes (or dispenses) prescription medicine including samples as well as OTC medicines.
- Supervises and mentors nursing staff in conjunction with the Medical Director.
- Serves an integral role on committees and training for attainment of AAAHC accreditation.
- Assists with staff training and development.
- Assists with internal operation in cooperation with the other clinicians for Quality Assurance purposes.
- Works with staff and clinicians to establish outreach and educational programs appropriate for the university setting.

Marginal Job Duties:

- Performs laboratory tests, dispense medications and performs patient triage as time allows when other staff are occupied.
- Other duties as assigned within the scope of medical/clinical practice.

Knowledge and Skills Required:

- Knowledge of medical and practice as well as all laws and principles of same.
- Skills in oral, written and interpersonal communication.
- Computer and word processing skills.
- Must have a fervent work ethic and commitment to excellence.
- Must independently perform assigned duties and seeks opportunities for educational and professional growth.
- Familiarity with electronic medical records.

- Supervisory and management skills.

Required Qualifications:

- Graduate of an accredited medical school with a degree of M.D. or D.O.
- At least one years experience in the ambulatory outpatient setting.
- Working knowledge of CPT and ICD-9 coding.
- An active, current, state license and all necessary steps to maintain same.
- A cooperative, flexible approach to the operation of an ambulatory health care center.
- Current certification in Basic Life Support or CPR.

Please visit our departmental home page at: www.wku.edu/healthservices

Applications for employment will be **accepted electronically only**. Interested candidates must submit a cover letter, current resume, along with the name, addresses, and daytime phone numbers of three professional references using the online process. **Three letters of recommendation may be requested at time of interview**. Please refer to the following website to apply: <http://asaweb.wku.edu/wkujobs>. For further assistance call (270) 745-5934. Reference requisition number **S2211**. To ensure full consideration please submit application materials by **June 12, 2009**. Position will remain open until filled.

All qualified individuals are encouraged to apply including women, minorities, persons with disabilities and disabled veterans.

Western Kentucky University is an Affirmative Action/Equal Opportunity Employer.



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