JOB DESCRIPTION

Associate Director of University Health

Definition of Class
This is a supervisory position in which the incumbent provides high quality health care, as well as, promotes health and emotional well-being. The incumbent diagnoses and prescribes specialized medical treatment services to patients. Incumbent directs and supervises administrative staff, nursing staff and other physicians, as well as, formulates policies for University Health. The physician also serves as preceptor to Nurse Practitioners. This position requires administrative responsibilities and assuming the Director’s role in their absence.

Examples of Work Performed
Gathers and records detailed medical history from patient including current physical ailments or illness, past medical history, review of systems, family history, habits, and allergies.

Reviews patient’s chart and nurses recording of patient’s vital signs.

Performs appropriate mental status examination.

Orders and obtains lab results.

Uses knowledge to evaluate lab results and makes diagnosis and prescribes specialized treatment plans.

Explains diagnosis and treatment plan to patient in order to educate the patient on his illness, its implications, probable outcomes and prevention.

Writes appropriate prescriptions and explains clearly any procedures for medicine, indications, risks, and cost.

Arranges a follow-up appointment with patient to re-evaluate diagnosis and treatment plan. Requests further medical evaluations as necessary. Makes referrals when necessary.

Meets with Health Care Providers (HCP) to coordinate care as needed.

Consults with counseling staff regarding relevant cases. Advises and discusses treatments.

Ensures each patient encountered is documented legibly.

Reviews and approves monthly budget reports for all offices within the University Health Department.

Directs various personnel functions including, but not limited to, hiring, merit recommendations, discipline, and personal leave.

Assists with proper coding for filing of insurance claims and resolving issues with improper coding. Assists in the reconciliation that payments are received for medical services.

Performs similar or related duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Prepares adequate documentation of all patients encountered.
2. Clinically evaluates patients referred by HCP or Counseling Center. Consults with HCPs and counseling staff to coordinate care.
3. Provides high quality health care to students and employees at the University of Mississippi.
4. Obtains and evaluates indicated lab results.
5. Makes diagnosis and prescribes specialized treatment plans.
6. Explains diagnosis and treatment plan. Writes appropriate prescriptions and explains procedures for medicine, indications, risks, and costs to patients.
7. Arranges follow-up appointments.
8. Provides supervision for nursing staff.
9. Performs administrative and personnel responsibilities.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; stand, walk, and talk and hear.

**Experience/Educational Requirements:**

- **Education:**
  Medical degree from an accredited medical school.
  Must have successfully completed a post-graduate internship or residency in specified area.

  AND

- **Licensure:**
  Incumbent must be license to practice medicine by the State Medical Licensure Board.
  Must be Board Certified or eligible for certification in Family Practice or a related field.

**Interview Requirements:**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.