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Outpatient Medical Center, Inc.

“Caring For You Is What We Do”

OMC Job Description

Medical Director

Directly accountable to the CEO / CMO, the OMC Medical Director is responsible for working collaboratively with the CMO to provide medical supervision to clinical staff in accordance with established best practices for primary care and family medicine within the scope of OMC policy, federal requirements, and accreditation standards. The Medical Director serves on a multidisciplinary team of OMC managers and staff responsible for fulfilling the guidelines on the QA/QI program led by the CMO. Working collaboratively with the CMO, the Medical Director will give clinical direction to patient care teams of mid-level providers and nurses in OMC clinics currently located in Natchitoches (primary and school-based), Leesville, and Tallulah.

Essential Job Functions

80% - Direct Patient Care

Provides direct patient care to assigned scheduled and walk-in patients—interviewing patients to obtain history, performing physical examinations, ordering lab and other tests, prescribing medications and treatments; providing continuity in managed care for patients with pre-existing long-term problems; making referrals for secondary and tertiary care; performing medical procedures according to privileges issued; providing health maintenance visits, evaluating for immunizations, and providing anticipatory guidance and referrals; must meet all established provider expectations, including documenting all patient contact accurately and legibly on the medical record after each visit and no later than 24 hours afterward.

20% – Oversight and Medical Leadership

Performs a variety of assigned administrative duties, including but not limited to reviewing proposed clinical practice guidelines; being available for patient care consultations from OMC mid-level providers; role-modeling group practice guidelines and excellence in meeting OMC provider expectations; performing assigned quality assurance activities including peer reviews on other OMC providers; participating in all provider meetings and all staff in-services; takes a leadership role in guiding staff to establish community referral linkages and troubleshooting patient care barriers identified in QA meetings; working with the OMC management team to achieve agency priorities and goals.

Knowledge, Skills, and Abilities

- Knowledge of adult learning principles and community resources; knowledge of non-emergency primary care, preventive medicine, and family medicine principles and practice. Knowledge of FQHCs and federal requirements; knowledge of Joint Commission accreditation standards for FQHC ambulatory care (non-emergency) clinic operations.

- Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication. Skill in focusing on goals and achieving them in a timely manner.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds; work effectively with managers, co-workers, members of the public, and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, and concisely with others (internal and external customers, both verbally and in writing); consistently demonstrate a positive/proactive customer service attitude; consistently maintain ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently; exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships; effectively assist providers.
- Ability to work toward goals and objectives of draft priorities; follow the OMC organizational chart, chain of command, and policies and expectations located on its intranet; must adhere to OMC's immunization policy and the mission, vision, and Guiding Principles; must be able to listen and receive constructive feedback in a positive manner, including performance evaluations, peer reviews, and other FQHC practice attributes; and must be available to accept new assignments to meet disaster-related responsibilities.

Education / Experience

Required: Must be a licensed physician able to meet all OMC credentialing requirements and become approved for privileges at OMC. Five years of medical supervisory experience.

Preferred: Preference will be given to over two years of full-time work experience in a public health, preventive medicine, and/or family medicine primary care setting. Preference given to completion of an accredited primary care residency program and Board Certification (or eligible) in Family Medicine or Internal Medicine.

License and/or Certification

Current licensure as an MD/DO to practice in the State of Louisiana

Current DEA and CDS certifications

Current CPR Certification required (at minimum)

Valid Louisiana Driver's License

Special Requirements

Must have reliable transportation and be willing to travel between OMC facilities. When deemed necessary by CEO/designee, must be willing to work extended hours.

Approved January 29, 2026