



## NOTICE OF CONTRACT

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**DEPARTMENT:** Outpatient Clinic, North Tonawanda **POSITION:** Psychiatrist, MD Contractor

**POSTING DATE:** July 5, 2019

**STATUS:** Part-Time 7.5-12.5 hours per week

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### **RESPONSIBILITIES of SERVICES**

- Provide psychiatric treatment or consultation services to assigned clients and families, as clinically appropriate, assuring services comply with all applicable laws, rules and regulations.
- Provides the most appropriate available treatment or assessment needed by the participant in the appropriately least restrictive setting according to evidence based, best practice psychiatric treatment standards reflecting OMH Practice Guidelines.
- Provide psychiatric examinations and diagnoses and treatment.
- Provide medication management services at a minimum of every 90 days.
- Provide symptom management.
- Provide medication education and self-management.
- Work collaboratively with all Clinic staff to ensure quality services are provided to all participants enrolled.
- Provide on-call services in psychiatric emergencies.
- Work collaboratively with collateral contacts (i.e. family, social supports, primary care, physician, etc.).
- Provide ongoing education to all Clinic staff as it relates to services provided in Clinic.
- Document all services provided, including medication prescription, in the prescribed manner in the participant's chart; maintain all boundaries required for confidentiality.
- Review and approve Individual Recovery Plans and other required documentation for participants enrolled in the Clinic; additional documents for review and signature include: laboratory and medical evaluation reports, ordering/prescribing necessary medication treatments, medical tests, evaluations and other appropriate forms and reports.
- Maintain all credentials necessary for billing Medicaid, Medicare, and managed Medicaid.
- Know and apply all applicable regulations including report standards.
- Ensure compliance with all regulatory or contractual requirements and ensure records meet "inspection ready" standards at all times.
- I-Stop and E-prescribing.

### **CREDENTIALS**

- Current NYS MD Psychiatrist license; certified by the American Board of Psychiatry.
- Liability Insurance.
- DEA Licensing Certificate.
- Credentials necessary for billing Medicaid, Medicare, and managed Medicaid;

### **APPLICATION PROCEDURE**

**External.** Submit a letter of intent and curriculum vitae by email or hardcopy to the contact information listed below.

Rachel Smith, Human Resources Coordinator, 33 Ontario Street Lockport, NY 14094  
rachel.smith@daleassociation.com

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