



**POSITION DESCRIPTION
GYNECOLOGICAL ONCOLOGIST
And Faculty Member**

JOB DESCRIPTION:

The Doctor will provide the following professional services for the hospital:

1. Maintain office hours in the M. Steven Piver, MD Center for Women's Health & Wellness as scheduled. Providing professional services as follows:
 - Perform history and physical examinations, consultations, colposcopic examinations, and other office based examinations and treatments on patients.
 - Recommend treatment or referral for ancillary services.
 - Provide post-op care and/or routine follow-up examination.
 - Provide referring physician with written report for consultative services and follow-up.
 - Provide required documentation in the office medical record to support level of service for proper billing.
 - Complete office billing indicating appropriate level of service, procedure (if any) and diagnosis.
 - Accept all patients for medical management, treatment and surgery regardless of payer status and/or ability to pay.
 - Provide coverage for emergency problems to maintain continuity of patient care.
 - Perform surgery as indicated.
 - Manage adjuvant inpatient and outpatient therapies for patients as needed.
 - Perform inpatient coverage, rounding, consultations, and care for assigned patients as scheduled.
2. Participate in Performance Improvement activities concerning the gynecologic oncology patients.
3. Supervision and teaching to Obstetrics and Gynecology and other residents doing clinical rotation in gynecologic oncology.
4. Other clinical and administrative duties as assigned by the Chair.

SUPERVISORY RESPONSIBILITIES:

Oversees patients referred to her/him for care in addition to Residents, Medical Students and other Student Groups seeking education in a clinic environment. Coordinates care and services through patients' primary care physician or referring specialist.

QUALIFICATIONS:

- Graduation from an Accredited School of Medicine
- Completion of Residency in Accredited Obstetric/Gynecological Residency Program
- Completion of a Fellowship in Gynecologic Oncology
- Licensure and registration as a physician in New York State