FAMILY HEALTH CENTER

JOB DESCRIPTION: MEDICAL DIRECTOR

REPORTS TO: Executive Director
Informal reporting channel to Board of Directors.

SUPERVISES: Behavioral Health Director
Staff physicians and nurse practitioners

HOURS: 8:00AM – 5:00PM – Monday, Tuesday, Wednesday &
Friday
10:00AM 7:00PM Thursday

SALARY: $120,000 - $150,000 Annually

GENERAL DESCRIPTION:
Responsible for the coordination and oversight of all medical care provided at the
Center, and for the quality of services rendered. Serves as a member of the
administrative staff. Collaborates with the Executive Director and Chief Operating
Officer in development of health care plan, and recommendations to Board of Directors
regarding services/programs to be offered, delivery sites, and hours of operation.
Ensures proper functioning of day-to-day operations in concert with the Chief Operating
Officer. Delivers ambulatory care and inpatient care services. May assume attending
faculty position for residency training program.

MINIMUM QUALIFICATIONS:
● Graduate of an accredited school of medicine and licensed as a physician in the
  State of Missouri
● Five years practice experience beyond residency training; prefer experience in
  primary care and in serving patients from low-income economic status
● Board-certified in a primary care specialty
● Admitting privileges at local hospitals
● Demonstrated professional commitment to providing services to medically under-
  served persons
● Administrative, management or supervisory experience
● Ability to communicate effectively both orally and in writing
● Computer literate in electronic mail, word processing, and office management
  system software
● Adequate vision, sight, speech and hearing to meet core duties of the position.
  Ability to reach, stoop, walk, and lift 25 pounds

JOB RESPONSIBILITIES:
Delivery of Medical Care –
● Provides direct patient care to ambulatory patients and inpatients.
● Provides oversight of delivery of medical care by clinical staff through direct
  supervision and audits; serves as a mentor and manages the resolution of practice
  related problems of provider staff.
Medical Director

- Provides professional oversight for advanced practice nurses’ collaborative practice agreements.
- Serves as a resource for consultation and referral for providers from other disciplines.
- Assures access to hospital-based prenatal and obstetrical care for patients.
- Ensures continuity of care for services for inpatient admissions.
- Serves in rotation for after-hours call system.
- Initiates and supports efforts to promote wellness concepts and self-responsibility for health.
- Occasional travel required.

Management of Quality of Medical Care:
- Assumes oversight for the quality improvement system incorporating quality outcome indicators.
- Develops and updates medical care protocols and procedures.
- Develops and provides oversight of quality improvement studies.
- Serves as laboratory director for CLIA accreditation.
- Provides oversight for the telephone triage system and its protocols.
- Collaborates in the development of a continuing medical education policy and assures oversight of compliance.
- Serves as chair of the Clinical Practice, Providers’ Workgroup, and Practice Management meetings.
- Participates in review of patient satisfaction surveys and in resolving patient complaints.

Operational Efficiency of Organization:
- Provides oversight for utilization and risk management activities.
- Monitors appropriateness of specialist referral and inpatient admission patterns, and ancillary service utilization.
- Promotes provider support for diagnostic and E&M coding accuracy, adherence with the corporate compliance plan, attainment of productivity targets, and claims preparation for third party reimbursement.

Administrative Activities:
- Participates in strategic planning process for the Center.
- Participates in development of health care plan to support grant applications.
- Participates in recruiting providers.
- Provides formal orientation and conducts performance evaluations for all providers.
- Provides oversight of activities incorporating behavioral health services, including supervision of behavioral health director.
- Attends administrative staff, practice management, and board of director’s meetings.
- Collaborates in the development of the medical expense budget and assures conformance within budgetary guidelines.
- Participates in information system planning.
- Assists in development of clinical staffing plans.
- Mediates professional disagreements.
- Serves as liaison to managed care plans in resolution of issues related to prior approval for medical services and denials for services rendered.
Community Outreach:
- Serves as liaison to medical community-at-large.
- Assures consistency of organizational mission with demonstrated needs/expectations of medically underserved community.
- Commits professional time to community service activities on behalf of the Center.
- Serves as participant in any planned fundraising activities.

JOB ACCOUNTABILITIES:
- Assumes responsibility for quality of medical services rendered to patients.
- Provides professional perspective and direction in development of the health care plan, and strategic plan for the Center.
- Collaborates in ensuring the viability of the organization through the development of the annual budget, adherence with budgetary guidelines, and oversight of provider productivity.
- Assures alliance of organizational mission with needs of medically under-served community.
- Delivers direct patient care services to ambulatory patients and inpatients.

______________________________  ______________________
Employee  Date

______________________________  ______________________
Manager  Date

Management Approval Of Job Description:  By _______ Date ______