

Code: 7555

Title: MEDICAL DIRECTOR

SUMMARY: Oversees, implements and insures that all regulatory agency mandates for providing quality medical care in a cost effective manner are implemented.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Develops and guides standards and procedures of medical care ensuring compliance with applicable federal, state and local regulatory agencies;
Develops and guides quality management programs;
Develops and guides effective utilization management practices;
Develops and implements medical practice guidelines;
Guides all medical credentialing procedures;
Guides all medical education efforts;
Establishes policies and guidelines for negotiation of contracts and directs the negotiations;
Interprets all Arizona Health Care Cost Containment System (AHCCCS) and other regulatory agency medical directives;
Reviews proposed and new legislation and reports potential impact on department policies and procedures;
Establishes and maintains liaison with federal, state and local governmental agencies involved with health care;
Chairs and guides a variety of meetings including but not limited to primary care provider, credentialing/PAC, PHS/PLTC, QM/UM Committee and medical services meetings;
Represents assigned department at internal or external meetings, conferences and/or workshops;
Provides functional medical expertise to department personnel and management.

KNOWLEDGE & SKILLS:

Knowledge of:

- documented experience in a managed care environment;
- principles and practices of budgeting, organizational design, organizational behavior and personnel management;
- contracting processes in specialty areas of public-sector contracting and physician/provider contracting;
- program requirements of the AHCCCS and related federal, state, county and accrediting/regulatory agency programs;
- federal and state requirements and related regulatory directives, including those of accreditation bodies, governing the practice of medicine, delivery of health-care and related health care laws;
- principles and practices of development and delivery of health-care provider training and education;
- Medicare/Medicaid reimbursement contracts, programs and practices;
- principles and practices of risk management and associated medico-legal issues.

Skill in:

- providing program interpretations to health-care providers;
- negotiating and resolving complaints and contractual issues between county agencies/departments, individual and corporate entities providing health-care benefits to clients under county contracts and programs;
- assessing effectiveness of health-care programs and developing cost-effective remedies or new program

- elements for county administration and Pima County Health Care System Commission consideration;
- developing and delivering, or coordinating delivery of, health-care provider, in-service and orientation training and educational programs;
- reviewing health-care provider performance and coordinating or directing needed remedies to discrepancies encountered;
- developing Requests for Proposals (RFP) related to health-care delivery;
- development of cost-effective organization structures and programs to meet program needs, to include recruitment of qualified professional and support staff;
- development, preparation and presentation of recurring and special reports to program, departmental, county, state and federal offices and agencies;
- maintenance of comprehensive program and activity documentation;
- strong communication and organizational skills.

DESIRED QUALIFICATIONS:

The County Administrator will determine specific qualifications for this position at the time of recruitment. Typically, this will require a Bachelor's degree or higher from an accredited college or university and significant professional experience in health program administration, hospital administration or health maintenance organization (HMO) administration and management.

OTHER REQUIREMENTS:

Licenses and Certificates: Medical license in Arizona, board certification in medical and/or surgical specialty. A valid Arizona Class D driver's license may be required at the time of appointment or within a reasonable time thereafter.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.