



Chief Medical Officer

Title: Chief Medical Officer

Reports to: Chief Executive Officer

Summary Job Description:

Essential Responsibilities:

The Chief Medical Officer under the direction of the Chief Executive Officer, is the lead clinician in charge of all aspects of integrated care provided by CCHC. The Chief Medical Officer monitors clinical performance to ensure medical services and operations are in compliance with applicable regulatory and licensing agencies. As a member of the Leadership Team, the Chief Medical Officer is responsible for implementing, reviewing and developing clinical protocols, quality improvement, productivity bench marks, and compliance measures.

- Establishes, strengthens and negotiates relationships between the health center and other physician practices or healthcare organizations.
- Participate as key member of organization's Leadership Team to develop and maintain the organization's Strategic Plan.
- Advises the Chief Executive Officer in organizational development of and maintenance of integrated (clinical/behavioral health/dental) operations.
- Directs the efficient utilization of professional and clinical support staff in carrying out the goals and objectives of the organization.
- Responsible for the delivery of medical care and clinical services such as cost management, utilization review, and quality assurance.
- Promotes and fosters an atmosphere of teamwork and excellence among staff.
- Assist with developing strategies to increase new patients and total encounters
- Establish, review and maintain medical policies and standards, and review them annually to assure the quality of medical services.
- Review and approve all clinical protocols used by the health center.
- Oversee an annual peer review system, review credentials and approve clinical privileges for all clinical staff.
- Represents CCHC at local, state and national meetings.
- Assists with the development and implementation of grant programs.
- Conduct annual medical record reviews for all medical staff (medical and behavioral health) focusing on quality of care, utilization (labs, referrals, diagnostics and medication) and appropriate coding.
- Serve as supervising physician for Mid-level providers
- Provide consultation to mid-levels and physicians per CCHC policy.
- Participates in the process of budget development and in financial management decisions as they affect clinical activities.
- Arranges and conducts monthly meetings of clinical and behavioral health staff.



- Directs the Quality Improvement/Quality Assurance (QI/QA) process for CCHC, with overall responsibility for supervision of the QI/QA program. The Chief Medical Officer is also the co-chair of the QI/QA Committee.
- Presents monthly reports/updates on health and quality assurance matters to the Board of Directors.
- Works with the Chief Operating Officer to attain and maintain Patient Centered Medical Home recognition and Meaningful Use.
- Supports agency compliance with policies and standards, helping to ensure that services are consistent with the standards set by various accrediting and governmental review organizations.

Qualifications:

- Board Certified, M.D. from accredited medical school
- Current State of North Carolina medical license;
- Experience working with community based programs that include serving uninsured and low-income individuals.
- Minimum of five years' experience working with community based programs, including low-income, uninsured patients.
- Skilled in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
- Ability to work effectively with managers, co-workers, members of the public and professional groups.
- Effectively assist providers to work toward goals and objective of priorities.
- Other duties as assigned, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

Signature: _____ Date: _____