



Job Description

Job Title: Medical Director **Department:** Medical Services **Status:** Full Time

Summary Statement: Under the direction of the Board of Directors and Executive Director, the Medical Director plans and directs all aspects of an organization’s medical policies and programs. He/she is responsible for strategic clinical relationships with physicians; oversees the development of the clinical content in marketing materials, ensures all clinical programs are in compliance, identifies opportunities to improve efficiency and effectiveness of patient care, and relies on experience and judgment to plan and accomplish goals.

Estimate % of Time	RESPONSIBILITIES (Including Duties and Tasks)
35%	A. PATIENT MANAGEMENT: <ol style="list-style-type: none"> 1. Performs daily (five days/week) inpatient-consults 2. Weekly participates on-call coverage within the interdisciplinary team 3. Weekly participates in interdisciplinary team meetings to review active cases
45%	B. CLINICAL / OPERATION MANAGEMENT: <ol style="list-style-type: none"> 1. Works closely with staff physicians to ensure that the medical service is well integrated with existing capabilities, education and quality initiatives 2. Participates and provides clinical leadership in the development and review of appropriate clinical protocols and processes that support appropriate referrals and consistent care 3. Documents direct patient care services to support successful professional billing for these services 4. Conducts monthly QI meeting and periodic team meetings for the operational and administrative functions of the medical services 5. Performs ad hoc meeting to support team members with clinical advice 6. Directs physician communication as needed. Oversees communication between clinic medical care and referring physicians to ensure patient status reports are accurate, consistent and timely 7. Ensures that drug procurement, storage, and distributions are done according to the clinic’s standards policies and procedures 8. Responsible for all medical and laboratory services in the clinic.
20%	C. ADMINISTRATION: <ol style="list-style-type: none"> 1. Involves in planning and development of clinic’s goals 2. Keeps abreast of national trends and federal regulations 3. Communicates the implication of national trends to physicians 4. Works closely with hospital leadership to enhance the clinic’s relationship building to physicians, public, health care facilities and other applicable organizations in the community. 5. Interviews new physicians

Skills, Knowledge, & Abilities	Task Reference	Importance(H/M/L)
1. Current medical license in state of practice and in good standing with medical board	Required	H
2. Experience with quality improvement methodology	Preferred	M
3. 5+ years experience in supervising medical staff	Preferred	M
4. Bilingual in English and Vietnamese.	Preferred	M

