

TITLE OF POSITION: MEDICAL DIRECTOR

TITLE OF IMMEDIATE SUPERVISOR: PRESIDENT / CHIEF EXECUTIVE OFFICER

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES/OVERVIEW
Is a part-time contracted fee for service employee appointed to provide advice, professional support, guidance, medical and technical assistance to the patients and staff of the Agency. The Medical Director will be paid for services provided based on a reasonable pre-agreed hourly rate. The Medical Director will sign a contract with the Agency which will stipulate his/her hourly rate. Except for cause, the Agency will not be allowed to contract with a new medical director for a period of one year.
RESPONSIBILITIES
Participate in the Professional Advisory Committee, which meets at least every six months, the Continuous Quality Improvement Program, and the Clinical Record Review Committee which meet at least quarterly and the Ethics Committee which meets at least annually.
As a Committee member, work with the staff to assure that Plans of Care are established for patients to have reasonable and measurable outcome data, demonstrating the patient will reach their maximum level of health.
May make patient referrals to the Agency and is the only Physician legally allowed to be compensated for work conducted with respect to making the referral.
As a member of the Quality Improvement Program, and the Clinical Record Review Committee and upon request by the Agency, assist in the review/audits of patient records both for his/her own patients as well as for other patients ascertain that the patient meets the program's medical admission criteria as required by CMS and other Payer organizations.
If the Medical Director is not the attending physician, it may be necessary for him/her to consult with the patient's attending physician when medical intervention is necessary or compliance issues may arise in meeting deadlines for documentation to be turned in to CMS or other payers and also may intervene as a patient advocate.
Act as a resource, when required, to staff, patients, families, and attending physicians regarding specific diagnoses and treatment measures.
Act as a liaison in building physicians and patient relationships in the community.
May be requested by the President / CEO to attend outside meetings and/or conferences.
JOB CONDITIONS
Position requires meeting deadlines and timelines required by governing and regulatory organizations.
It requires minimal lifting of office records and printouts.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
Travel may be required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
The ability to communicate well, both verbally and in writing is required.
Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the patient's condition and to perform and demonstrate patient care.
The ability to communicate both verbally and in writing in a satisfactory manner is required.

EQUIPMENT OPERATION

Utilization of CRT, calculator, multi-line telephone, copy machine, basic medical equipment.

COMPANY INFORMATION

Has access to assigned patient medical records, personnel records and patient financial accounts which may be discussed with the Executive Director, Director of Finance, Employee Relations and Quality Assurance department staff, as well as outside government agencies.

QUALIFICATIONS

1. Must be a physician MD or Doctor of Osteopathy DO, licensed to practice medicine in the State.
2. Must have extensive knowledge of health care regulations.
3. Must have the ability to demonstrate self-confidence and positive attitude toward self and others and maintain commitment and enthusiasm to goal achievement.
4. If the Medical Director is to may referrals, he/she may not be an owner of the home health care agency or related by blood or marriage to any owner or officer of the Agency.

ACKNOWLEDGMENT**EMPLOYEE NAME****EMPLOYEE SIGNATURE****DATE**