

Detailed Job Description

Job Title: Associate Medical Director
Reporting to: EVP/COO
Department: Clinical Services
Hours: Full-time (40 hours per week)
Performance Review period: Annual
Revision Date: 08/05/16

To apply, contact Nicole Garmo, ngarmo@updoctors.com.

GENERAL DESCRIPTION

The Associate Medical Director is an integral part of the leadership team, focused on optimizing our physician members' performance to succeed in population health.

Responsibilities & Duties:

- Oversight of physician performance improvement reviews and corrective action plans
- Leadership in the development and coordination of clinical and population health programs
- Leadership and oversight of Credentialing function and NCQA accreditation processes and policies
- Maintenance of collaborative relationships with member physicians, health plans and other health care providers across southeast Michigan
- Monitor quality and appropriateness of care delivered by network
- Development of policies and procedures
- Supports physician and/or practice educational efforts
- Act as a clinical resource to the company as a whole and participate in the development and execution of strategies supporting population health
- Attend or lead meetings as requested
- Other duties as assigned

Qualifications:

- Fully accredited, board certified medical doctor licensed to practice in the state of Michigan
- A minimum of 10 years clinical practice experience
- Minimum of 3 years prior health plan medical director experience or other health care administrative leadership experience preferred
- Board certification in Internal Medicine, Internal Medicine/Paediatrics or Family Medicine preferred
- Valid unrestricted State of MI Drivers License and ability to drive to multiple locations

Performance Skills:

- Proficient in computer applications related to work including Microsoft Office Suite (MS Word, Powerpoint and Excel), electronic medical records and patient registries.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.