

PHCS's mission is to continually improve quality of service to our patients and community and to provide appropriate healthcare for all. We strive to put the patient, family and customer-first, meet their needs and provide exceptional service. We focus on the provision of safe delivery of care at the highest quality. We deliver high quality care and seek to lower costs and eliminate waste, improving efficiency and providing a great value to our patients.

Job Title: Medical Director of Care Coordination	Job Code: 1028
Department: Care Coordination	Location: UMCP
Reports to: Chair, Department of Medicine	Grade: 22X
List any Direct Reports: Physician Advisors	
Creation Date: 2/1/2017	Revision Date:
FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	

POSITION SUMMARY

The Medical Director of Care Coordination provides direction, leadership and support to the physician advisors (PA). In addition to providing physician leadership, the Medical Director of Care Coordination provides expertise related to care coordination, length of stay (LOS)/level of care (LOC) management, patient billing status management, denials management, care variation management, patient flow/throughput management, ancillary service utilization and clinical documentation improvement (CDI).

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1.	Responsible for assisting in meeting established goals, leading physician participation, and physician compliance with responsibilities in care coordination and CDI.
2.	Responsible for collaborating with the Care Coordination, Corporate Compliance, and CDI departments to develop and implement standardized policies, and for supporting the PAs in leading physician participation and compliance with responsibilities.
3.	Responsible for supporting and supervising the UMCP PAs by serving as a resource and by providing targeted coaching.
4.	Provides support to CDI staff to assist with the clinical documentation query process, physician responsiveness, and comprehensiveness/accuracy of physician documentation (i.e., medical record documentation that reflects the full complexity of the clinical picture).
5.	Monitors PA performance dashboard with Key Performance Indicators, summarizes data on a monthly basis and present to PAs during the monthly PA meeting and provides structured feedback through UMCP's annual performance evaluation.
6.	Interacts with medical staff by seeking additional clinical information from physicians, discussing patients' needs, suggesting alternative treatment options, and recommending next steps. Reinforces evidenced-based medicine best practices and adherence to reduction in clinical variation.
7.	Maintains knowledge of regulatory and accreditation requirements related to utilization review (UR), discharge planning (DP), LOC and clinical documentation and ensures PAs maintain this knowledge as well. Works with Corporate Compliance to interpret new regulatory and compliance requirements and develops standard implementation plans and policies.

OTHER JOB DUTIES AND RESPONSIBILITIES

1.	Assists in hiring and training PAs, develops an orientation educational program and monitors the compliance with the program
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2.	Provides ongoing education and training to the PAs to reinforce inter-rater reliability (i.e. consistency of determinations), as necessary.
3.	Functions as a consultant and resource to all providers.
4.	Participates in daily interdisciplinary rounds, as needed, and supports care team communication and coordination activities.
5.	Provides support to ancillary services departments (e.g., lab and radiology) by mitigating the inappropriate or unnecessary use of services.
6.	Participates in Physician Advisor LOS rounds to discuss selected cases (e.g., outliers or care/discharge barriers) and makes recommendations regarding care progression.
7.	Prepares for and chairs monthly Utilization Management (UM) Committee.
10.	Responsible for reviewing and providing physician perspective for policies that relate to care coordination, care progression, patient access, care variation management, CDI, level of care management (LOC), patient billing status management, and denials management.

QUALIFICATIONS

Education			Related Work Experience		
	Required	Preferred	Years	Required	Preferred
High School Graduate/GED/Equivalent Work Exp.:	<input type="checkbox"/>	<input type="checkbox"/>	0 - 1	<input type="checkbox"/>	<input type="checkbox"/>
Vocational / Technical School / Diploma Program:	<input type="checkbox"/>	<input type="checkbox"/>	2 - 4	<input type="checkbox"/>	<input type="checkbox"/>
Associate's Degree:	<input type="checkbox"/>	<input type="checkbox"/>	5 - 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bachelor's Degree:	<input type="checkbox"/>	<input type="checkbox"/>	8 +	<input type="checkbox"/>	<input type="checkbox"/>
Master's Degree:	<input type="checkbox"/>	<input type="checkbox"/>			
Other: Graduate of an accredited medical school	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

- Can additional experience substitute for education? If "yes", specify type of experience (i.e. supervisory or nonsupervisory, etc) and identify how many years of additional experience:

-Two years administrative background as physician manager preferred
 -Previous experience as a physician advisor preferred
 -Experience leading large-scale change efforts preferred

LISCENSURE, CERTIFICATION OR REGISTRATION REQUIREMENTS

	REQUIRED	DESIRED
1. Board Certified/Eligible Physician licensed in NJ	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Utilization Review Physicians Certification preferred	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SPECIALIZED SKILLS & KNOWLEDGE REQUIREMENTS

LIST THE MINIMUM SPECIFIC KNOWLEDGE AND SKILLS NECESSARY TO PERFORM THIS JOB	REQUIRED	DESIRED
1. Strong clinical acumen	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2.	Knowledge of case management principles, processes, and their practical application preferred	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Working knowledge of third-party payor guidelines/medical necessity criteria (e.g., knowledge of admission criteria for all levels of care)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Experience with denials management	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AGE OF POPULATION SERVED

1.	Infant (0 - 1)	<input type="checkbox"/>	4.	Adult (18- 65)	<input checked="" type="checkbox"/>
2.	Child (1 - 11)	<input type="checkbox"/>	5.	Geriatric (65+)	<input checked="" type="checkbox"/>
3.	Adolescence (12 - 17)	<input type="checkbox"/>	6.	Other: all of the above	<input type="checkbox"/>

AUTHORITY LEVEL

<input type="checkbox"/>	This position is an individual contributor. Responsibilities are well established and routine in nature.
<input type="checkbox"/>	This position is an individual contributor. Responsibilities require independent judgment and strong decision making skills.
<input type="checkbox"/>	This position is an individual contributor with no direct reports but may provide guidance, leadership, or training to others.
<input checked="" type="checkbox"/>	This position has direct reports and is expected to function in a leadership capacity with a high degree of autonomy and strong decision making skills.

WORK PLACE CONDITIONS

“N/A” = position does not require this activity.
 “Occasionally” = position requires this activity up to 33% of the time.
 “Frequently” = position requires this activity 34% to 66% of the time.
 “Continuously” = position requires this activity 67% to 100% of the time.

Physical Effort (Check the occurrence frequency for each activity)

Activity	Frequency of Occurrence			
	N/A	Occasionally	Frequently	Continuously
Standing/ Sitting / Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Crouching/Squatting/Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching/Working Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Hand Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Vision or Hearing Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling (up to 20 pounds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying (up to 20 pounds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving (up to ____ hours daily)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Risks (Check the occurrence frequency for each activity)

Item	Frequency of Occurrence			
	N/A	Occasionally	Frequently	Continuously
Exposure to bodily fluids normally found in a patient care environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to hazardous materials, chemicals and/or fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to high-risk equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ ***Equal Employment Opportunity***

Princeton Healthcare System provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual preference, or non-disqualifying physical or mental handicap or disability in each aspect of the human resources function.

➤ ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. Applicants as well as employees are encouraged to meet with Human Resources as the organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

➤ ***Job Responsibilities***

The following statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position. Princeton Healthcare System may change the specific job duties with or without prior notice based on the needs of the organization.

"I have received and reviewed this job description."

Employee's Name (print)

Employee's Signature

Date

Approved By: _____

Approval Date: ____/____/____