

Sample Job Description Director, Medicare Programs

Job Title: Director, Medicare Programs	Grade/FLSA:	Dept/Business Unit:	Job Code:
Reports To (Supervisor's Title): VP of Government Programs	Human Resources Approval:		Date:
<p>Purpose of Job: <i>(Briefly state the primary purpose of the job in terms of how it contributes to the department objectives):</i></p> <ol style="list-style-type: none"> 1. Assesses the Medicare line of business of defining the general course for the departments, identifying and referring issues for senior staff determination which affect the success of the programs, monitoring legislatives and regulation activity to determine how it might affect the programs, and determining how to keep the Medicare program profitable. 2. Audits operational areas supporting the Medicare product to ensure compliance with regulatory compliances and implements, manages and/or monitors corrective action for identified deficiencies. 3. Oversees compliance with contractual and regulatory requirements so as to avoid sanctions and other negative actions. 4. Maintains working knowledge of Medicare regulations, the managed care industry, this competitive environment, pertinent legislation, etc. 5. Interfaces with Sales/Marketing and Compliance to ensure <u>XXXXXX</u> meets all government agency reporting requirements. 6. Participates in the strategic development of the Medicare product. 7. Reviews the product design and pricing on an annual basis to maintain a competitive position. 8. Establishes and maintains a continuous liaison with key federal state officials, legislators, county government representatives and municipal governing bodies to gain direct access and input on legislative and administrative issues affecting the financial and enrollment of the Medicare programs. 			
<p>Qualifications: <i>(List experience, educational background, professional licenses, certificates and personal competencies required to perform the job);</i></p> <ol style="list-style-type: none"> 1. Bachelor's degree or equivalent with graduate work in business administration. 2. Seven plus years experience in the managed care/health insurance industry. 3. At least three years experience in Medicare regulatory compliance. 4. Computer skills: experience with Windows, based applications and computerized lead management systems. 5. Proven managerial leadership ability with an understanding of the operational aspects of running a business. 6. Ability to create a vision and supporting business strategies. 7. High degree of interpersonal skills, influence, negotiations and problem solving abilities and excellent communication skills. 8. Extensive understanding of goals, procedures, jobs and dynamics of managed health care. 			

Critical Success Factors:

1. Must have experience in regulatory compliance and developing and implementing major initiatives to maintain and improve performance against regulatory standards.
2. Requires a strong understanding of Health Care industry as it pertains to the local and regional delivery of Health Care.
3. Must be a team player with degree of leadership skills and the ability to proactively develop and direct solutions.
4. Must be capable of managing large processing functions.
5. Must be able to teach plan staff regulatory compliance and methodologies to meet HCFA's approval.