



Assistant Chief Medical Officer (ACMO)

QueensCare Health Centers, a Federally Qualified Health Center is a creative, forward-thinking 501(c)(3) dedicated to providing quality primary healthcare that is accessible to any patient in need in the communities we serve, regardless of ability to pay. We offer a variety of comprehensive services including family medicine, pediatrics, dentistry, optometry, specialty care, and health education. An early adopter of technology, all clinic sites have been fully operational on electronic health records (EHR) for over five years.

Position:

The Assistant Chief Medical Officer will report to the Chief Medical Officer and is responsible for assisting the CMO in the oversight and management of all clinical functions and promoting the integration of clinical programs and specialty services offered. As a staff physician, he/she will exam and treat common acute illnesses, injuries, accidents and other injuries/illnesses; perform most medical services routinely handled within the scope of the physician's practice and which the staff physician is competent to perform; perform selected laboratory testing; refer to specialists as needed; write prescriptions and perform office procedures within the scope of expertise, protocols and available equipment. This individual will support up to two days of administrative duties and the remaining balance with clinical care.

Responsibilities:

- Provides supervisory support of clinical staff as needed.
- Establishes, monitors and improves the standards of care by identifying performance benchmarks and presenting the results to committees and the Board.
- Assists in developing and implementing policies and procedures pertaining to clinical staff and services.
- Assists in the use of computer applications and technology, including electronic health and dental records among clinical staff.
- Supports utilization review and quality assurance programs.
- Contributes to the achievement of operating standards, especially those related to provider productivity.
- Implements and complies with regulations to maintain all licensure and FQHC designation.
- Assists with the development and implementation of strategies for clinic performance improvement, documentation improvement and medical staff compliance.
- Assists with the development of reports of the results of a system of peer review to the Board of Directors.
- Coordinates, evaluates and oversees physician specialty panels and clinical referrals.



Qualifications and Requirements:

- M.D. required
- Board Certification with Family Practice Specialty
- At least three years related experience with leadership of a healthcare service organization
- Experience with utilization and quality management as well as physician practice management preferred
- Prior experience with Patient Centered Medical Home model of care delivery preferred

Personal Attributes:

- High level of integrity and dependability.
- Ability to operate effectively as part of an executive team.
- Strong verbal and written communication skills.
- Strong problem solving skills.
- Sound judgment.

Other Skills & Abilities:

Proficiency with Electronic Health Records (EHR), PC (Windows environment) and strong working knowledge of Microsoft Office is required.

To apply on line, go to the following website address:

<http://queenscarehealthcenters.org/careers>

Please submit resume and salary requirement to: careers@queenscare.org and

LHoang@queenscare.org

Fax # (323) 660-0359

Website: www.queenscarehealthcenters.org