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# Example of Clinical Services Job Description

Our company is searching for experienced candidates for the position of clinical services. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical services

* Make appropriate utilization management decisions by evaluating the clinical appropriateness of the requested treatment plan
* Trains and coaches new and existing employees
* Monitor CareConnect queues related to request for service to assure that turnaround times are met
* Make phone calls to providers to request additional information, prescribed protocols, as requested by HLOC care managers
* Review and analyze data to assess network utilization and quality performance
* Assist in the development of agency goals
* Develop, recommend, and administer Agency policies and procedures
* Provide information for inclusion in written performance evaluations for all direct report staff and submits written performance evaluations in accordance with policy requirements
* Supervise the Pain Service Staff
* Work collaboratively with staff, management and physician leaders to develop methods for improving and monitoring the quality of care overall

## Qualifications for clinical services

* Five years of EMS education experience
* Minimum of 5 years experience with Epic Systems (Willow, Beacon, Inpatient, Beaker, Ambulatory, Lab, etc)
* Experience serving as a team lead through an active Epic implementation/install
* Experience working as a contractor for a large Consulting Firm
* Active Epic certification
* Familiarity with computer programs