



# Example of Medical Director Job Description

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Our company is looking for a medical director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for medical director

- Review and/or sign off of protocols, SAPs, clinical study reports, IBs, IMPD and other documents developed for submission to regulatory authorities
  - Lead data analysis and writing of regulatory submission documents, for license application and variation activities and for safety issues and questions from regulators
  - Defines mission and strategy with CSVP
  - Provide daily utilization oversight and external communication with network physicians and hospitals
  - Responsible for daily UM reviews – authorizations and denial reviews
  - Conducts provider telephonic review and discussion, schedules on-site visits, shares tools, information and guidelines as they relate to cost-effective healthcare delivery and quality of care
  - Collaborate with Client Services Team to ensure coordinated approach to delivery system providers
  - Contribute to development of action plans and programs to implement strategic initiatives and tactics to address areas of concern and monitor progress toward goals
  - Interact, communicate and collaborate with network and community physicians, hospital leaders and other vendors regarding care and services for enrollees
  - Provide leadership and guidance to maximize cost management through close coordination with all network and provider contracting
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- Ensure appropriate management/resolution of local queries regarding patient case management either by responding directly or routing these inquiries to the appropriate SME
- Medical Advisory Board participation
- Knowledge of drug development process and oversight of clinical trials
- Promotes the use of evidence based medicine to improve care and outcomes for claimants
- Develops programs and systems to control the use of opioids in claimant treatment, to ensure appropriate use of these medications and to achieve the best health outcomes for claimants
- Serves as the technical lead for NYSIF's nursing staff of more than 60 employees