



# Example of Medical Management Job Description

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Our company is growing rapidly and is looking to fill the role of medical management. 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 medical management

- Identify, select, structure, and prioritize process improvement projects and revises to meet changing needs and requirements
- Follow up with workgroup team members as appropriate
- Lead projects across internal and or external divisions or areas
- Manages utilization program as a result of day-to-day management and successful implementation of initiatives
- Creates a team oriented management environment, enhancing the integration between the clinical and operations sections of medical affairs
- Manages mentors and supports staff in designated department or region
- Reviewing and recommending evidence-based, specialty-specific tools, such as Clinical Evidence Reviews, white papers created by HealthTrust
- Retrieves, reviews, processes, and analyzes demographic, clinical and financial data provided by clients to identify unnecessary clinical and cost variation and solutions (service line specific)
- Prepares and presents final client assessments to respective client and leadership
- Keep apprised of regulatory changes and health plan requirements as they pertain to Medical Management business processes and reporting and communicate to Medical Management on an on-going basis

## Qualifications for medical management

- At least five years' experience in the biotech, device, or pharmaceutical industry, Medical Affairs preferred
- You have successfully supported the launch of transformative products
- You are creative and have a track record of challenging industry practices
- You have shown the ability to thrive in a small but rapidly growing and changing organization
- Basic knowledge of Medicare / Medicaid regulations