



JOB TITLE: Clinical Editor
DEPARTMENT: Clinical
SUPERVISOR: Chief Medical Officer

Apollo Managed Care, Inc. was founded in 1997 with a specific objective: To provide affordable, best-in-class Medical Review Criteria and Guidelines to the medical community.

A leading provider of evidence based guidelines for the healthcare industry, our publications have been a trusted resource for providing Medical Review Criteria and Guidelines that assist in identifying case management and treatment options that are appropriate and medically necessary. Apollo's Medical Review Criteria and Guidelines are 100% evidence-based.

GENERAL JOB DESCRIPTION

Under the direction of the Chief Medical Officer (CMO), the Clinical Editor drafts, reviews, and updates the content of guidelines. The Clinical Editor will review guidelines, as assigned by the CMO, to ensure links to reference materials are working properly, content is up-to-date, and that the content is intelligible for end users. The Clinical Editor can identify and draft new guidelines per the New Guideline Creation procedure found in the Editorial Policy. The Clinical Editor provides support to Apollo clients, when requested, and is involved in quality improvement efforts.

DUTIES AND RESPONSIBILITIES

- Review and update the content of published guidelines, as assigned
- Drafts new guidelines; to be reviewed by the CMO prior to publication
- Provides support to clients
- Support quality improvement efforts
- Other duties, as assigned

JOB QUALIFICATIONS AND EXPERIENCE

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO), preferred.
- Training beyond medical school.
- Active medical practice of 7 years in an academic, hospital, or ambulatory care setting.
- Managed Care and Utilization Management knowledge.
- Strong organizational and communication skills are required.
- Comfortable working with and presenting to all levels within an organization.
- Must hold and maintain all required credentials.
- Ability and willingness to travel, up to 10%.

EDUCATIONAL/LICENSE REQUIREMENTS

- MD or DO, or equivalent degree from a foreign medical school.
- Active MD or DO license, or current equivalent license in another country.

For further information, or if you wish to apply, please email: