



JOB TITLE: Chief Medical Officer  
DEPARTMENT: Clinical  
SUPERVISOR: Chief Executive 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.

As a designation of our dedication to quality and safety, Apollo is proud to have earned URAC accreditation for Health Content Provider.

### **GENERAL JOB DESCRIPTION**

Under the direction of the Chief Executive Officer (CEO), the Chief Medical Officer (CMO) is the senior person with the responsibility to oversee day-to-day operations for the clinical department in relation to the organizational program – the Apollo Managed Care, Inc. Health Content Provider Program.

The CMO peer-reviews published guidelines prior to final publishing focusing on ensuring the Clinical Editors are meeting review deadlines and following the Editorial Policy, for format, creating criteria for medical necessity, and overall quality of content within the guidelines.

The CMO regularly identifies and drafts new guidelines per the New Guideline Creation procedure found in the Editorial Policy. The CMO provides support to Apollo clients, when requested, and is involved in on-line demos, as needed. The CMO is a voting member of the Quality Oversight Committee (QOC), and assists in determining quality improvement efforts relating to Apollo's annual Quality Improvement Program (QIP), per URAC HCP requirements.

### **DUTIES AND RESPONSIBILITIES**

- Oversight of all clinical staff
- Peer-review of new or reviewed guidelines submitted by Clinical Editors
- Drafts new guidelines; to be peer-reviewed by the Sr. Clinical Editor
- Provides support to clients
- Assist in customer recruitment and outreach
- Member of Quality Oversight Committee (QOC)
- Supports quality improvement efforts via the Quality Improvement Program (QIP)
- Other duties, as assigned

### **JOB QUALIFICATIONS AND EXPERIENCE**

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO).
- Training beyond medical school.
- Active medical practice of 10 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.

**EDUCATIONAL/LICENSE REQUIREMENTS**

- Active MD or DO license