



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.

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 Medical Officer (CMO), the Clinical Editor drafts, reviews, and updates the content of published guidelines. The Clinical Editor will review guidelines, as assigned by the CMO, and per the Editorial Policy to ensure the format, 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 demonstrations and Apollo's annual Quality Improvement Program (QIP), to meet URAC HCP requirements.

### **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 and assist in customer recruitment and outreach
- Support quality improvement efforts via the Quality Improvement Program (QIP)
- Other duties, as assigned

### **JOB QUALIFICATIONS AND EXPERIENCE**

- Physician Assistant (PA) or Nurse Practitioner (NP) license required.
- 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**

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