



MCC Medical Clinic

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Job Description

OVERVIEW	
Job Title	Clinic Medical Director
Department	Medical
Reporting Relationships	Clinic Executive Director (ED) MCC Medical Clinic Board (MCB) MCC Board of Trustees (BOT)
Role Purpose	The Medical Director (MD) must be a board-certified doctor who spearheads key medical, dental, and other health service-related aspects of the MCC Medical Clinic. The scope of this job includes but is not limited to: management of clinic providers, implementing policies within the practice, maintaining appropriate levels of quality patient care, and establishing the MCC Clinic's expectations of its providers. The MD develops and implements policies, procedures, and best practices. The MD oversees all training and continuing education for his staff. Additionally, the MD assures that the facility is in compliance with all federal, state and local laws.

DUTIES AND RESPONSIBILITIES

Clinical Responsibilities:

- Assure high quality medical care rendered in the clinic; monitor Quality Assurance (QA)/Quality Indicators (QI) parameters and indicators to meet requirements of the Primary Care Coalition (PCC) and the National Standards of medical care.
- Discuss and provide clinical assistance to all caregivers regarding any abnormal EKG, Echocardiographic, biochemical, hematological, and radiological matters to make appropriate patient management decisions.
- Provide professional clinical support to all Nurse Practitioners (NP's) and Physician Assistants (PA's) daily or as needed regarding the management of complex medical problems.

Administrative & Operational Responsibilities:

- The MD is in-charge of the overall clinical operations of the MCC Medical Clinic and reports directly to the ED. Additionally, the BOT has the final authority over all policy and operational matters pertaining to the clinic including approving the appointment of the MD.
- Develop and monitor daily patient schedules for all caregivers
- Communicate with the ED to discuss administrative and operational matters impacting the caregivers
- Conduct at least four meetings with all medical caregivers
- Communicate with all caregivers, on a regular and as-needed basis, to facilitate and enhance the working conditions of the clinic in providing high quality medical care
- Communicate with clinic supervisors on a regular basis to address any patient care and other administrative issues.
- Attend QA/QI meetings
- Attend MCC Medical Clinic Board (MCB) and Medical Executive Committee (MEC) meetings
- Attend MCC Board of Trustees (BOT) meetings when required to do so

- Arrange and facilitate patient referral resources, including tertiary care medical centers, for obtaining subspecialty consultations in all fields of medical practice
- Develop policy and procedures for patient referrals to outside medical consultants
- Establish, implement, and monitor credentialing process for all caregivers as per rules and regulations established by the Medical Executive Committee (MEC)
- Develop and implement policy and procedures for conducting peer reviews for all Primary Care Providers (PCPs), as per policies and requirements of PCC
- Conduct one-on-one discussions of the peer review results with the individual providers
- Discuss peer review results with the MEC including measures taken regarding any issues of substandard medical care
- Monitor implementation and compliance of HIPAA rules and regulations
- Monitor implementation and compliance of required training requirements for providers and caregivers
- Must be willing to perform other duties as they are assigned and/or arise.

QUALIFICATIONS, REQUIREMENTS AND WORKING CONDITIONS	
Necessary Knowledge, Skills, and experience	<ol style="list-style-type: none"> 1. Minimum of five years of progressive medical practice management experience within an integrated health system required. 2. Knowledge and experience in ambulatory care; background in clinic procedures including schedule management, registration, use of electronic medical record, patient flow, billing and referral and authorization management. 3. Must have excellent interpersonal skills, written and oral communications 4. Ability to adapt to changes in workload, to work independently and to set priorities with minimal supervision. 5. Experience in 501(c)(3) organizations is preferred.
Education and certification requirements Working Environment	<ul style="list-style-type: none"> * Must be a board-certified Internist or Family Practitioner * Excellent understanding of Windows, Excel, Word, Outlook, and SharePoint • 20-30 hours • This is a non-exempt position. • Use of a personal vehicle may be required. • A credit and criminal background check will be conducted. • Willingness to abide by MCC Medical Clinic's Rules of Procedure and the MCC Mission, and Bylaws

Salary and benefits to be negotiated based on qualifications and experience.

To apply, please fill out the MCC Job Application, attach your resume and cover letter, and email to mansoor.mohiuddin@mccmd.org. The MCC Medical Clinic is an equal opportunity employer.

MCC Medical Clinic Mission: The Muslim Community Center (MCC) is a 501(c)3 non-profit organization whose mission is to serve the community. MCC Medical Clinic is one of the largest faith-based community-based medical clinic. MCC Medical Clinic's mission is to provide compassionate and high-quality medical care to uninsured, indigent adult residents of our community regardless of race, religion, ethnicity, gender, or national origin.