



**Job Code:** 9992

**Grade:** K12

**HCWR:** N

**Job Title**

Chief Psychiatrist, Health Plan Services

**Department**

Health Plan Services

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Chief Psychiatrist oversees the Behavioral Health strategies and objectives of the health plan including the Utilization Management Program, Long Term Services and Supports (LTSS), and pharmacy, as well as each health plan's Transition of Care (TOC) Model which includes delegated vendor oversight, supervision of staff and close collaboration with medical leaders and other key stakeholders.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



**Typical Duties**

- Oversees director staff or vendors that perform prior authorizations and employ inpatient certification review staff for initial, concurrent, and retrospective review. Ensures that review staff consist of Registered Nurses (RN), Physician Assistants (PA), Licensed Clinical Social Workers and/or Licensed Practical Nurses who are experienced in inpatient reviews and who operate under the direct supervision of an RN, Physician, or PA
- Develops innovative, patient-centered and provider-friendly approaches for behavioral health services within Utilization Management and Transitions of Care, using evidence-based guidelines and industry best practices
- Ensures effective and efficient behavioral health authorization and review processes, in accordance with contract, accreditation and regulatory requirements set by the Centers for Medicare and Medicaid Services (CMS), the National Committee on Quality Assurance (NCQA), the Illinois Department of Family and Healthcare Services (HFS)
- Builds effective relationships with providers, vendors and oversight agencies and represents the health plan on external committees and workgroups
- Interprets benefit coverage and scope of clinical authorization for behavioral services and facilitates clinical leadership involvement in decision making concerning policies, authorizations, denials, and appeals (including state fair hearings)
- Develops and revises review criteria, policies and procedures, program description, program evaluation and work plan
- Designs and/or approves reports, metrics, and analyses to measure health care utilization and outcomes, contract and regulatory compliance, member and provider satisfaction, and quality improvement around behavioral health
- Analyzes health plan outcome data to analyze trends, over and under-utilization and outlier performance against established benchmarks
- Develops and implements business plans to reduce cost, improve quality and efficiently, and enhance member and provider satisfaction
- Applies utilization and health outcome data to ongoing network analysis and development
- Assists in quality improvement activities, including annual Healthcare Effectiveness and Data and Information Set (HEDIS) studies
- Contributes to departmental annual budgetary process and monitor performance and initiate corrective action as necessary to prevent budget variance
- Travels to work sites throughout Cook County including community agencies, network providers, government, and other agency offices, such as, travel to Springfield, Illinois for meetings
- Performs other duties as assigned

**Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) degree from an accredited college or university
- Must be licensed as a physician in the State of Illinois or the ability to obtain Illinois physician licensure before starting employment
- Illinois and Federal controlled substance license or eligibility to obtain license prior to starting employment
- Board Certification in Psychiatry



**Minimum Qualifications**

- Eight (8) years of experience in mental health, substance use or children's services
- Experience and direct involvement with Utilization Review Accreditation Commission (URAC) and/or National Committee for Quality Assurance (NCQA) accreditation
- Must be able to travel to work sites throughout Cook County including community agencies, network providers, government, and other agency offices; may require travel to Springfield, Illinois for meetings with Illinois Healthcare & Family Services

**Preferred Qualifications**

- Experience in a Medicaid or Medicare Managed Care Organization
- Three (3) years of managerial experience
- Case management, disease management, and/or quality improvement experience in a Medicaid (MCO)
- Experience working with integrated behavioral health care
- Administrative experience in supervision of psychiatrists, treatment teams, and/or other providers

**Knowledge, Skills, Abilities and Other Characteristics**

- Comprehensive knowledge of Medicaid, Medicare and LTSS programs, services and regulations
- Knowledge of the social determinants of health and interventions to provide effective health care to persons with low-income
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Working knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Excellent interpersonal, verbal, and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Mission-focused and committed to underserved populations
- Strong interpersonal skills; ability to establish strong working relationships and to communicate effectively with leaders, patients/members, physicians and clinicians, regulatory professionals, data analysts, network and finance teams
- Strong leadership capability, problem-solving and organizational skills
- Demonstrated ability to drive improvement
- Ability to work in multiple operating systems simultaneously

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**