



## **Apicha Community Health Center**

### **JOB DESCRIPTION**

**Position Title: Clinical Quality Improvement & Risk Manager**

**Reports to: Chief Medical Officer**

**FSLA: Exempt**

**Position Summary:** Responsible for developing, coordinating, implementing, and evaluating quality improvement and risk management activities. In collaboration with and under the direction of CMO, the Clinical Quality Improvement and Risk Manager assists in defining opportunities for improvement and collaborates with multidisciplinary staff to improve patient experience, satisfaction, and sustainable outcomes.

### **Duties and Responsibilities**

1. Develops and documents the Quality and Risk Management Plan for the health center
2. Leads QI initiatives utilizing QI processes and assists health center teams in developing appropriate tracking metrics to monitor performance to ensure compliance with the center's QM Plan
3. Performs root cause analyses and recommends appropriate actions to improve clinical and non-clinical outcomes.
4. Works with clinicians to conduct chart review to meet various reporting requirements including HIVQUAL, UDS and RSR
5. Develops Quality Assurance (QA) chart review check list and conducts QA activities
6. Responsible for creating a system for population management and conducting population management activities
7. Oversees and coordinates the health insurances' Quality Incentive Program initiatives and tracks progress towards goals.
8. Manages the adverse event/serious reportable event review process for licensed providers in conjunction with the CMO and COO.
9. Represents health center in Quality of Care meetings
10. Performs other duties and/or special projects as assigned.

### **Qualifications**

- Bachelor's degree in Nursing, Health Care Administration, or related field
- A masters' degree, such as MBA, MPH, or MHCA, is strongly preferred
- Experience working with Medicaid population strongly preferred
- Experience with NCQA accreditation standards strongly preferred
- Strong oral and written communication skills required; ability to interact within all levels of the organization.
- Strong working knowledge of Microsoft Office products required.
- Demonstrated ability to successfully plan, organize and manage projects.
- Detail oriented, excellent proof reading and editing skills.
- Experience working with medical Software; eClinicalWorks strongly preferred



**Competitive Salary and Excellent Benefits. To Apply:** Please send resume with cover letter stating salary requirement and three references by e-mail to [mfebuz@apicha.org](mailto:mfebuz@apicha.org).

No phone calls please. Position is open until filled.

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