

Department: Radiology	Section: All	Effective Date: 01/2004
Procedure Number: 1.4		Revision: 12/2012

Medical Direction

Purpose: To define the duties and responsibilities of the medical director for the sections of Radiology.

Job Description: The medical director is responsible for providing the clinical expertise and leadership to ensure that quality care is provided in accordance with hospital policies JCAHO guidelines and other appropriate standards. The duties of the medical director are listed below.

- ☐ Provision of Care
 - Defines the scope of services for the section
 - Defines the number and type of personnel needed on a case specific basis
 - Defines the criteria for the use of the emergency call back team
 - Ensures that the care provided adheres to hospital policy and other appropriate guidelines
 - Reviews and approves clinical policy and procedure manual when changes are implemented or as requested. Review must be completed with approval or submission of changes within 2 weeks.
- ☐ Implementation of Practice Guidelines
 - Defines the case specific protocols that will be used
 - Develops new protocols for changes in practice or introduction of new procedures
- ☐ Patient Scheduling
 - Defines the procedures by which procedures are to be scheduled
 - Resolves scheduling conflicts by serving as the contact person to assist physicians in prioritizing cases
- ☐ Resident Supervision
 - Provides ongoing assessment of care provided by the residents
- ☐ Utilization Review
 - Reviews cases scheduled as emergent to ensure that hospital resources are used effectively and efficiently

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☐ Quality Assurance

- Reviews cases to ensure that clinical practice protocols are followed or exceptions are noted in the case record
- Responds to clinical variances within the timeframe set by hospital policy
- Responds to patient complaints involving physicians or residents within the timeframe set by hospital policy

☐ Physician Support

- Serves as the physician contact
- Develops the physician on call schedule
- Defines who will serve in the medical director's absence
- Ensures that physician billing is performed in compliance with policy and resolves any billing conflicts or discrepancies.

Written: January 2004
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