

Job Title: Director of Dental Services
Department: Medical
Reports To: Chief Medical Officer
FLSA Status: Nonexempt
Physical Strength: Light (L)

Prepared By: Shute
Prepared Date: September 2018
Approved By: Oksen
Approved Date: September 2018

SUMMARY

This position is responsible for serving as the dental clinical representative for the organization and will participate in directed activities related to claim review, utilization review and management, quality review and management, as well as quality improvement projects related to disease management and wellness, designed to increase overall access and utilization of preventive services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

- Develops and implements clinical best practices for the dental program.
- Improves access to dental care through implementation of education and outreach strategies.
- Increases rates of preventive utilization consistent with the CMS Oral Health Initiative.

JOB DUTIES

- Assists with the development of Medical-Dental-Behavioral Integration strategies and programs.
- Works with the Quality Management team to implement and monitor Performance Improvement Projects (PIPs) designed to support clinical objectives.
- Assists with the development of policies and procedures related to utilization management, quality improvement, and appeals and grievances.
- Identifies opportunities to creatively partner with the Clinical and Quality Management teams on clinical initiatives focused on provider engagement and education tactics.
- Works with the Quality Management team in the development of annual QI or TQS programs.
- Works closely with our vendor partners to ensure optimum dental clinical care.
- Works with other dental clinicians in supporting strategies for clinical program development, utilization review and quality management.
- Develops policies and procedures related to clinical management and is the subject matter expert on local laws and guidelines governing dental clinical programs.
- Prepares presentations and reports as needed summarizing clinical activities.
- Coordinates and leads local peer review committees as appropriate.

- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Dental from four-year college or university and five to seven years related experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Licenses as a Dentist in the state of Oregon is required.



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Job Description

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
