

Date: July 12, 2004

**CENTERS FOR MEDICARE & MEDICAID SERVICES
OFFICE OF THE ADMINISTRATOR
CHIEF OPERATING OFFICER**

**OFFICE OF THE DALLAS REGIONAL ADMINISTRATOR
(FAV6)**

- Provides executive leadership and guidance on behalf of the Atlanta and Dallas Regional Administrators to CMS components at the regional level.
- Serves on the Atlanta and Dallas Leadership Council, which sets the overall direction for the Regions, and implements the Council's directions within the Region's service area.
- Effectively implements national policy, programs, and special initiatives at the regional level. Conducts local projects to improve the quality of medical care provided to beneficiaries and to control fraud, abuse, and waste in the Agency's programs.
- Assures that the information needs of the Medicare and Medicaid beneficiaries are fully understood and met, to the maximum degree possible. In association with other Agency components, maintains an understanding of the health care market that is operating in the Region in order to allow the Agency to adapt to changes in that market when appropriate.
- Participates in the formulation of new policy and recommends changes in existing national policy for CMS programs.
- Develops and implements a professional relations program within the Region for all CMS programs and serves as the principal CMS contact for all professional organizations such as hospital and medical associations.
- Fully coordinates the Agency's programs with other Health and Human Services' components including the Department's Regional Director, other Federal agencies, the Agency's contractors, State and local governments, professional associations, other interested groups, and the Agency's beneficiaries and/or representatives in the Region.
- Manages procurement and contracting activities, ADP/LAN systems, and personnel actions for the Region.
- Provides regional perspective to the Administrator and the Executive Council.
- Monitors the regional administrative budget, including oversight of the regional travel funding allocation.