

Date: July 12, 2004

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

**OFFICE OF THE KANSAS CITY REGIONAL ADMINISTRATOR
(FAW7)**

- Serves as the principal official for regional operations of the Centers for Medicare & Medicaid Services and directs the administration of all CMS programs within the region.
- Directs the Consortium Survey and Certification and Consortium Contractor Management organizations.
- Monitors the regional administrative budget, including oversight of the regional travel funding allocation.
- Develops and implements a media relations plan to market CMS programs to the diverse populations of the region.
- Manages procurement and contracting activities, ADP/LAN systems, and personnel actions for the Region.
- Oversees work planning, facilities and property management, labor-management relations, merit promotion principles, EEO and staff training for the region.
- Coordinates environmental scanning and strategic planning for the region. Pursues activities which enable the Chicago and Kansas City regional staff to become knowledgeable regarding developments and trends in health care delivery within the states they serve.
- Serves as the focal point among regional office components for special initiatives and broad cross-cutting issues.
- Manages and executes the Health Insurance Portability and Accountability Act's insurance portability enforcement process for the nation.