

Date: July 12, 2004

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

**OFFICE OF THE ATLANTA REGIONAL ADMINISTRATOR
(FAV4)**

- Directs the planning, coordination, and implementation of the programs under Titles XI, XVIII, and XIX of the Social Security Act and related statutes within the Agency's regional/field offices that comprise the Atlanta and Dallas Regional Offices.
- Provides executive leadership and direction to the Agency's Regional Administrator(s) in the Atlanta and Dallas Regional Offices.
- Assures that the Agency's programs are carried out in the most effective and efficient manner within the Atlanta and Dallas Regional Offices, and that they are coordinated both at the Atlanta and Dallas level and with the Agency's headquarters' offices.
- Provides an Atlanta and Dallas perspective to the Agency's Administrator and other members of the Executive Council in such activities as strategic planning, determining the effectiveness of the Agency's programs and policies, budget formulation and execution, legislation, and administrative management.
- Assures that the Agency's national policies, programs and special initiatives are implemented effectively throughout the Atlanta and Dallas Regional Offices. 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.
- Evaluates progress in the administration of the Agency's programs in the Atlanta and Dallas Regional Offices, ensuring that required actions are taken to direct or redirect efforts and/or resources to achieve program objectives.
- Working with the Regional Administrator(s) in the Atlanta and Dallas Regional Offices and the Agency's headquarters' leadership, 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 Atlanta and Dallas Regional Offices in order to allow the Agency to adapt to changes in that market when appropriate.
- Assures that the Regional Administrator(s) in the Atlanta and Dallas Regional Offices fully coordinate the Agency's programs with other Health and Human Services' components, 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 their respective region.
- Working with the Agency's headquarters, manages the Atlanta and Dallas' administrative budget, to include the planning and allocation of resources to the regional offices comprising the Atlanta and Dallas Regional Offices.

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**Office of the Atlanta Regional Administrator
(continued)**

- Provides executive leadership and guidance on behalf of the Atlanta and Dallas Regional Administrator to CMS components at the regional level.
- Serves on the Atlanta and Dallas Leadership Council, which sets the overall direction for the Atlanta and Dallas Regional Offices, 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.