

Date: July 12, 2004

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

**OFFICE OF THE CHICAGO REGIONAL ADMINISTRATOR
(FAW5)**

- Serves as the principal office for Regional operations of the Centers for Medicare & Medicaid Services.
- Directs the administration of all CMS programs within the region.
- Sets the overall direction for the Chicago and Kansas City Regional Offices through the Midwest Consortium Advisory Board, and implements Board directions within the Region's service area.
- Monitors the Regional administrative budget, including oversight of the Regional travel funding allocation.
- Manages procurement and contracting activities, ADP/LAN systems, and personnel actions for the Region.
- Serves as principal CMS contact for professional and provider/supplier organizations in the Region's service area.
- 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 Regional staff to become knowledgeable regarding developments and trends in health care delivery within the States they serve.
- Serves as focal point among Regional Office components for special initiatives and broad cross-cutting issues.