

Date: July 12, 2004

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

**OFFICE OF THE PHILADELPHIA REGIONAL ADMINISTRATOR
(FAU3)**

- Assures the effective administration of CMS programs and implements national policy at the regional level.
- Develops new policies and recommends changes in existing national policies for CMS programs.
- Monitors the regional administrative budget, including oversight of the regional travel funding allocation.
- Manages procurement and contracting activities and personnel administration 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, and staff training for the region.
- Initiates and directs the implementation of special regional and national projects. Assures effective relationships within the region with State and local governments, beneficiaries and their representatives, and the media.
- Coordinates with the Department of Health and Human Services' Regional Director to ensure effective relationships with elected officials as well as State and local governments.