



## M E M O R A N D U M

**Date:** October 3, 2019  
**To:** All DMC-ODS Providers  
**From:** Santa Barbara County Behavioral Wellness  
**Subject:** Medical Director Roles and Responsibilities  
**CC:** QCM, Contracts

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This memorandum is intended to inform all DMC-ODS Providers of the documentation requirements for your agency Medical Director(s). As you know, agency medical director and physician involvement in SUD administration and treatment is a primary focus and concern with the state Department of Health Care Services (DHCS) and federal CMS. Therefore, please review the following requirements and submit all documentation by the timelines indicated below. It is very important that you meet the following dates and deadlines. Please let us know if you have any questions or need any guidance in producing this documentation.

- The Medical Director(s) must have written roles and responsibilities with **each of the requirements** listed in Addendum A. The roles and responsibilities must be on agency letterhead, signed and dated by your Medical Director(s), and submitted to Melissa Wilkins ([mwilkins@co.santa-barbara.ca.us](mailto:mwilkins@co.santa-barbara.ca.us)) no later than **October 21, 2019**.
- The Medical Director(s) must have a signed Code of Conduct. You may utilize the Department of Behavioral Wellness Code of Conduct, which is available on Relias Academy at <http://sb.training.reliaslearning.com>. The signed Code of Conduct must be submitted to Melissa Wilkins no later than **October 21, 2019**.
- The Medical Director(s) must develop/revise and implement medical policies and standards for the provider. If your Medical Director has already developed and implemented medical policies and standards, please submit a signed copy to Melissa Wilkins. If not, we have developed guidance for what you may want to have your Medical Director include in your agency medical policies and standards. Please review Addendum B. Current policies and standards must be on agency letterhead, signed and dated by the Medical Director and an agency representative, and submitted to Melissa Wilkins no later than **December 13, 2019**.

Thank you.

## A D D E N D U M      A

### Medical Director's Roles and Responsibilities Guideline

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At a minimum, the Medical Director's roles and responsibilities shall include all of the following:

1. Ensure that medical care provided by physicians, registered nurse practitioners, and physician assistants meets the applicable standard of care.
2. Ensure that physicians do not delegate their duties to non-physician personnel.
3. Develop and implement medical policies and standards for the provider.
4. Ensure that physicians, registered nurse practitioners, and physician assistants follow the provider's medical policies and standards.
5. Ensure that the medical decisions made by physicians are not influenced by fiscal considerations.
6. Ensure that provider's physicians and LPHAs are adequately trained to perform diagnosis of substance use disorders for beneficiaries, determine the medical necessity of treatment for beneficiaries
7. Ensure that provider's physicians are adequately trained to perform other physician duties, as outlined in this section.
8. The substance use disorder medical director may delegate his/her responsibilities to a physician consistent with the provider's medical policies and standards; however, the substance use disorder medical director shall remain responsible for ensuring all delegated duties are properly performed.

Written roles and responsibilities and a code of conduct for the medical director shall be clearly documented, signed and dated by a provider representative and the physician including typed names/titles.

## A D D E N D U M      B

### Medical Director's Medical Policies and Standards Guideline

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At a minimum, the Medical Director shall develop and implement medical policies and standards for the provider.

Medical policies and standards may include:

- Procedures regarding SUD treatment provided by physicians, registered nurse practitioners, and physician assistants (ie. Medication Assisted Treatment, Assessment, or Physician Consultation).
- Procedures regarding physical examinations.
- Procedures regarding the review and documentation of such review of physical examinations by the physician or physician extenders (including registered nurse practitioners and physician assistants).
- Procedures to ensure that treatment for identified medical issues is included on the treatment plan.
- Procedures regarding medical clearance and TB tests.
- Policies to ensure that all medical care provided meets the applicable standard of care.
- Procedures to ensure that physicians, registered nurse practitioners, and physician assistants follow the provider's medical policies and standards.
- Policy and procedures to ensure that physicians do not delegate their duties to non-physician personnel.
- Policy ensuring that medical decisions made by physicians are not influenced by fiscal considerations.
- Policy and procedure to ensure that the agency physicians and all LPHAs are adequately trained to perform diagnosis of substance use disorders for beneficiaries and to determine the medical necessity of treatment for beneficiaries.
- Policy and procedure to ensure that agency physicians are adequately trained to perform other physician duties, as outlined.

- Procedure for ensuring that all medical director roles and responsibilities are properly performed.
- Procedures regarding any delegation of his/her responsibilities to a physician and how the medical director shall remain responsible for ensuring all delegated duties are properly performed.
- Procedures regarding Medication Consent, medication distribution, and medication storage if applicable.
- Procedure ensuring medical services are submitted for DMC reimbursement in compliance with all applicable DMC-ODS rules and regulations.
- Procedure for ensuring that the medical director receives a minimum of five hours of continuing medical education in addiction medicine each year.
- Any other policy and procedure identified by the medical director as being necessary.

Revised Medical Director Policies and Procedures must be signed and dated by a provider representative and the Medical Director including typed names/titles.