

JENNIFER SMITH, MD, DABFM

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FAMILY PHYSICIAN

Job Series: 0602 - Medical Officer

QUALIFICATIONS PROFILE

Board-Certified Family Physician with 20+ years of clinical practice and leadership experience across inpatient, outpatient, and telemedicine settings. Noted for expertise in utilization management, quality improvement, policy analysis, and cost-effective care delivery. Skilled in preventive medicine, chronic disease management, urgent care, and minor surgical procedures. Armed with a proven record of reducing hospital readmissions, advancing patient safety, and leading statewide quality programs (MDPCP, PCMH). Recognized for evidence-based decision-making, regulatory compliance, and innovative lifestyle medicine initiatives, as well as for exceptional oral and written communication skills that enhance patient engagement and facilitate collaboration among healthcare teams.

CORE COMPETENCIES

- **Clinical Skills:** Utilization Review & Management | Managed Care | Evidence-based Care | Patient Assessment | Telemedicine | Care Coordination & Discharge Planning | Patient Education & Management | Family Medicine | Pediatrics | Geriatrics | Urgent Care | Preventive Care | Chronic Disease Management | Prior Authorization | Case Management | Clinical Research | Interdisciplinary Care Team Communication | Medical Record Review | Policy Analysis
- **Leadership Acumen:** Clinical Operations Management | Quality Metrics Development | Peer Review | Patient Safety | Risk Mitigation | Patient Readmission Reduction | Cost Containment | Quality Improvement | Regulatory Compliance (Health Insurance Portability and Accountability Act, Joint Commission on Accreditation of Healthcare Organizations, National Committee for Quality Assurance) | Healthcare Strategy & Policy Development
- **Technical Proficiency:** Electronic Medical Records | Microsoft Office Suite (Excel) | Google Docs

PROFESSIONAL EXPERIENCE

Family Physician | Physician Partner, Primary Care, Job Series: 0602 - Medical Officer

Sample Healthcare Organization | City, State 00000 (*Hours per week: 40+ hours*) 06/2013 – Present

- Provide comprehensive family medicine services (preventive, chronic, urgent, minor surgical care) for patients aged 16+.
- Oversee utilization reviews, prior authorizations, chart reviews, and peer-to-peer consultations, ensuring compliance with Centers for Medicare & Medicaid Services and National Committee for Quality Assurance (CMS/NCQA) standards.
- Partner with ancillary healthcare providers, specialists, care management, case management, and interdisciplinary care teams to optimize care coordination, patient outcomes, and timely discharge planning, and reduce avoidable utilization.
- Perform physical examinations, medical assessments, vaccinations, and immunizations, while educating patients on lifestyle modification and disease prevention.
- Establish and apply evidence-based medical protocols for diagnosing and managing chronic and acute illnesses.
- Supervise and instruct medical students, physician assistant students, and nursing students to support their clinical education and professional development.
- Actively engage in Maryland Primary Care Program (MDPCP) and Patient-Centered Medical Home (PCMH) initiatives to advance population health and care coordination.
- Utilize electronic medical record systems with excellent documentation and analytical skills to support clinical informatics, documentation, workflow efficiency, and quality reporting.
- Carry out comprehensive medical records review and policy analysis to determine medical necessity, level of care, and appropriateness of services in accordance with evidence-based clinical guidelines and payer policies.
- Apply objective clinical judgment to support inpatient, outpatient, and observation status determinations, balancing quality, safety, and cost-effectiveness.
- Engage in peer-to-peer discussions with treatment providers to explain utilization determinations and support consistent, guideline-based decision-making.
- Ensure clinical documentation meets CMS and payer regulatory requirements, supporting accurate utilization review and claims adjudication.
- Assess complex cases involving acute and chronic conditions, transitions of care, and post-acute services to support appropriate resource utilization.
- Focus on member safety, quality outcomes, and regulatory compliance while making utilization determinations.
- Exhibit the ability to work independently in a high-volume review environment, prioritizing cases and meeting turnaround time expectations.

Notable Accomplishments

- Practiced telemedicine for over 5 years, ensuring accessible, efficient, and patient-centered care delivery.
- Reduced hospital readmissions and improved care transitions through targeted quality improvement initiatives.
- Designed and led nutritional, lifestyle, and longevity medicine programs, partnering with nutritionists to create tailored individual and group care plans.
- Achieved measurable improvements in regulatory compliance by reviewing clinical documentation for accuracy and adherence to standards.
- Strengthened multidisciplinary collaboration by utilizing exceptional oral and written communication skills, thus enhancing patient engagement, facilitating teamwork, streamlining care processes, and driving cost-effective, high-quality patient care.
- Contributed to the success of the State of Maryland programs (MDPCP, PCMH) through active participation and leadership in quality initiatives.

Earlier Positions Held:**Family Physician, Job Series: 0602 - Medical Officer**

Sample Medical Center Hospital City, State 00000 (<i>Hours per week: 40+ hours</i>)	08/2011 – 06/2013
Sample Primary Care City, State 00000 (<i>Hours per week: 20 hours</i>)	07/2010 – 06/2011
Sample Physicians Organization City, State 00000 (<i>Hours per week: 40+ hours</i>)	12/2007 – 12/2009
Sample Family Hospital City, State 00000 (<i>Hours per week: 40+ hours</i>)	06/2005 – 12/2007

EDUCATION**Doctor of Medicine**

Sample Medical College, University Name | City, State 00000 (04/2000)

LICENSURE AND CERTIFICATION

Licensed to Practice Medicine (MD) – State of California, Active (2007)

Diplomate, American Board of Family Practice (DAFBM) – American Board of Medical Specialties, Active (Board Certified: 2004, Recertified: 2014, 2024)

POSTGRADUATE TRAINING

- **Residency, Family Medicine** (Total hours: 40+ hours per week) - Sample School of Medicine at University Name | City, State 00000; Sample University Hospital | City, State 00000 (07/2002 – 07/2004)
- **Internship, Family Medicine** (Total hours: 40+ hours per week) - Sample School of Medicine at University Name | City, State 00000; Sample University Hospital | City, State 00000 (07/2001 – 07/2002)

RESEARCH PROJECTS

Research Assistant, Tell Me I'll Listen Project, Sample Health Center, City, State 00000 (2004)

- Conducted interviews and surveys on domestic violence and collaborated on questionnaire design.

Research Assistant, Influenza Surveillance Project, Sample Health Center, City, State 00000 (2002 – 2004)

- Screened patients, collected specimens, documented symptomatology, and supported CDC/NYSDOH surveillance.

PROFESSIONAL AFFILIATIONS

Member, American Medical Association (AMA), 2004 – Present

Member, American Academy of Family Physicians (AAFP), 2024 – Present

Member, MedChi Maryland State Medical Society, Maryland State, 2024 – Present

Member, New York State Academy of Family Physicians, 2001 – 2005

Resident Member, Public Health Commission of the New York State Academy of Family Physicians, 2002 – 2004

AWARDS AND RECOGNITION

National Committee for Quality Assurance Diabetes Recognition Program (NCQA DRP), 2013, 2012, 2011, and 2010
Centers for Medicare & Medicaid Services (CMS) Stage 1 EHR: Meaningful Use Compliance, 2012

Achieved Highest Score (89th Percentile) on the American Board Certification Exam (Residency Program), 2004

Scored in the 90th percentile on the Family Medicine Board Certification, 2004

Outstanding PGY 2 Resident of the Quarter, 2002