

❖ Handbook Ownership/Maintenance

➤ The AMD Manual

- This Manual will be owned and updated by the Landmark First (LM1) Associate Medical Directors (AMDs), Divisional Medical Directors (DMDs) and the UE Program national Medical Director under the guidance and approval of their direct supervisor, the Chief of Acute Care (Dr. Karen Abrashkin)
- It will be used as a shared reference on those processes and procedures unique to the AMD and DMD roles (and will direct to other manuals or links as appropriate for those aspects that apply to a broader group, ie. the [Clinical Reference Manual](#) or the [UE Guidelines](#)).
- It will be updated as needed based on any identified changes in the AMD, DMD role.
- Content will also be intended to supplement the onboarding of new Associate Medical Directors.

➤ The Associate Medical Director

- Associate Medical Directors at Landmark First facilitate the functions of LM1 by overseeing a set of Advanced Practice Clinicians (APCs) at a goal ratio (currently ~15:1) plus collaborating with specified markets within their LM1 regions. The specific roles of the AMD are further delineated in this manual.
- Workgroup was created in the Summer/Fall of 2023 to better define this role. [Report](#).
- See below for Regionalization map of LM1

➤ Divisional Medical Directors

- Currently 2, West and East, who will manage a team of physicians (Associate Medical Directors), APCs and APC Team Leads as well as leading key clinical initiatives for the Landmark First team, including clinical quality and clinical education.

➤ Landmark First Regionalization:

- Mid 2023, with the help of Work Force Management (WFM) and LM1 leadership, all states in which Landmark has a market were divided into 2 divisions, and 5 sub-territories within those divisions.
- This structure was made taking into account AMD to APC ratios for oversight, clinical calls to LM1, current and forecasted APC licensure and credentialing, and CPA needs. This map does NOT overlap with the Optum at Home Region and Market Structure as of June 2024, but is a better way for LM1 to provide call coverage for the markets, and oversight of the APCs providing care.

Landmark First Structure



Territory	Sub-Territory	APC TL	AMD	DMD
1 (East)	1a	Francesca Yarnall	Dr. Don Locasto	Dr. Taylor Spencer
1 (East)	1b	Maggie Berolo	Dr. Alexa Gale	Dr. Taylor Spencer
1 (East)	1c	Open	Dr. Jason Williams	Dr. Taylor Spencer
2 (West)	2a	Open	Dr. Laura Roan	Dr. Katie Miner
2 (West)	2b	Open	Dr. Mah-Fri Fomukong	Dr. Katie Miner

Updated: 9/17/23

- Landmark First administrative team leadership structure:

[Landmark First Org Chart](#)

- Landmark First on Landmark HOME:

- [Landmark First \(uhgazure.sharepoint.com\)](#)
- [Intranet \(Home\)](#)
- [Knowledge Base](#)

- Acronyms: [Landmark Acronyms](#)

- Major Market Regionalization and personnel changes were made by Optum 4/18/2024. Refer to this evolving document: [HBMC Regionalization Changes 5.0 Overview](#) for information on Market regions, Leadership names and responsibilities, and Genesys use.