

Practice Administrator Job Description

Job Description

Position: Practice Administrator

Supervised by: Governing Board or Designee of Governing Board

Job Summary: Responsible for total practice management of multi-location, multi-provider group.

Job Class: Exempt Administrative Employee.

Duties & Responsibilities:

- Financial
 - Payment of corporation bills before their due date.
 - Review of bills for accuracy.
 - Trend payment amounts and identify problem areas.
 - Prepare proposed annual budget.
 - Approve all expenditures.
 - Prepare a review and analysis of monthly statements, all special financial studies, reports, etc., as requested or deemed necessary.
- Business development
 - Work with governing board to design and implement marketing strategic plan.
 - Liaison between advertising agencies and shareholders.
 - Coordinate advertising in yellow pages.
- Staffing
 - Recruiting, hiring and firing.
 - Supervision, including salary review and proposed salary adjustments and evaluation.
 - Maintain records of vacations, sick leave, etc.
 - Responsible for delegation of work and staffing hours.
 - Organize regular office meetings and set agendas.
 - Determine and change personnel assignments and job descriptions as needed.
 - Assure that staff is trained and operates in compliance with all government and other regulatory agencies.
 - Arrange for coverage for employees out sick or on vacation.
- Supplies
 - Order clerical supplies and oversee ordering of medical supplies.
 - Maintain supply records, pricing studies, etc.

- Professional and Corporate
 - Monitor fringe benefit programs.
 - Liaison between pension administrator and shareholders.
 - Liaison between practice attorney and shareholders.
 - Handle and recommend all office corporate insurance coverage.

- Office Facilities
 - Assure proper maintenance of all offices; order new equipment; arrange for services.
 - Responsible for all aspects of office maintenance and coordination with landlords.

- Reporting
 - Completion and analysis of monthly financial reports.
 - Reconciliation of practice bank accounts.
 - Liaison between accountants and shareholders.

- Managed Care
 - Performs contract negotiation.
 - Managed care contract management.
 - Reimbursement analysis.
 - Responsible for credentialing of physicians with the managed care company.
 - Work with Managed Care company or designee in site visits/chart audits.

- Operations/Credit Control
 - Design and implement policies and procedures.
 - Daily bank deposit.
 - Review and supervise internal systems for handling cash, recording mail receipts, writing checks, etc.
 - Follow-up audit control systems.

- Other duties as assigned or requested.

Requirements: This employee should have a minimum of a two-year Business Degree and five years experience in healthcare management. The employee must have the ability to understand the goals of the practice and work to obtain these goals both independently and with the direction of the physician partners. The employee should make continuous efforts to stay current of any changes in the healthcare field that may impact the practice. These changes include regulation changes as well as new technology that may enhance practice operations. This employee should have the ability to relate well to patients, physicians, employees, and other professionals. This employee must be dedicated to the vision and goals of the practice. This employee must have the ability to remain calm and exhibit tact in stressful and/or delicate situations. The employee must have the ability to handle confidential issues with discretion. Read, write, speak and understand English.

