

Confidential Search

Nassau County, Long Island, NY

Multi-Site/Multi-Specialty ASC

Interested Parties please send resume and cover letter to rcolantuoni@northwell.edu

JOB SUMMARY: The Administrator is responsible for the day-to-day operations of the Surgery Center within the authority of the Board of Directors. The management spectrum covers planning, organizing, delegating, coordinating, staff utilization, budgeting, controlling and marketing the services provided by the facility.

Reports to: Medical Director Board of Directors **Manages:** Professional and non-professional staff. Must have an effective working relationship with the Medical Director, patients, families, physicians, their employees, and the community.

1. Demonstrates ability to manage ASC in a fiscally responsible manner.
 - Prepares and monitors annual budgets - operational, personnel and capital.
 - Develops and presents annual departmental fund budgets for the ASC, including forecasting of revenue trends and expense analyses.
 - Monitors budgetary variances and progress in budget revenue performance and communicates to board.
 - Supports or may assist with key revenue cycle functions, including but not limited to: scheduling, verification of insurance and demographic, co-pay collection, charge capture and referral management.
 - Understands the ASC's fiscal responsibility in supporting research initiatives.
2. Standards Compliance
 - Maintains current knowledge of and ensures compliance with all regulatory and professional standards of care which includes Accreditation Association for Ambulatory Health Care (AAAHC), Centers for Medicare and Medicaid Services (CMS), International Health Institute (IHI), Community Alternatives Programs (CAP), etc.
 - Uses creativity in developing quality/performance improvement programs, instructing staff and implementing new and improved standards.
 - Uses results from "tracer" methodology tools to develop corrective action plans to ensure that quality of care is embedded into clinical practice on an ongoing basis.
3. Coordinates administrative functions. Plans and supports program development of the department/division.
 - Coordinates activities including growth objectives, space allocation, procurement of technological equipment, data planning, developing goals and objectives, capital requirements and desired outcomes of programs. Serves as a liaison with Administration in planning, developing, implementing and evaluating operations.
 - Reviews comprehensiveness of programs on an ongoing basis and develops strategies for program adaptation to market changes.
 - Monitors program components relative to criteria by regulatory agencies.
4. Demonstrates ability to manage department/division in a fiscally responsible manner.
5. Assists in preparation and monitoring of annual budgets (operational, personnel and capital).
6. Develops and presents annual departmental fund budgets for department/division, including forecasting of revenue trends and expense analyses.
7. Monitors budgetary variances and progress in budget revenue performance and communicates to department and corporate administration.
8. Supports efforts with key revenue cycle functions, including but not limited to: scheduling, verification of insurance and demographic, co-pay collection, charge capture and referral management.
9. Manages daily operations and all clinical and non-clinical personnel
 - Hires, trains, disciplines and supervises staff. Evaluates performance and ensures efficiency in their roles. Completes appraisals on a timely basis.

- Oversees scheduling (vacation, holidays) and ensures adequate coverage at all times. Performs related personnel functions.
 - Ensures staff members understand their roles and responsibilities. Supports continued growth of staff and offers opportunities for advancement.
 - Assists in developing and maintaining objectives, policies and procedures to ensure the efficient operation of department/division.
 - Strives to streamline operations and effectively apply new concepts and techniques for positive outcomes. Identifies and implements technology to improve operations.
 - Assigns work and sees that it is carried out correctly and efficiently.
 - Maintains accurate and current files on all department budgets, capital equipment request and programs related to operational issues.
 - Acts as a liaison between attending physicians, patients, visitor's guests and staff.
 - Demonstrates ability to answer any questions that might arise when dealing with patients, physicians, or any matters regarding department/ division/physician office.
10. Coordinates and oversees the resources of multiple administrative disciplines/functions.
- Coordinates efforts to prioritize needs of programs across departmental lines.
 - Demonstrates the ability to work with administrative leadership, chairs, physicians and other clinical personnel to develop, implement and oversee clinical programs.
 - Participates in monitoring and evaluating a program's inception and performance and routinely monitors performance per volumes, referrals and trends.
 - Optimizes billing practices and collection of revenues.
 - Keeps abreast of all billing, coding and reimbursement related issues as they apply to division and facilitates staff education in regard to these changes.
 - Structures appropriate flow of data to ensure timely and appropriate management of clinical and financial issues, which may comprise patient care in the Department.
 - Establishes and maintains a working relationship with the physician staff with respect to their compliance and performance related to billing, coding and regulatory agency standards.
 - Oversees and coordinates Residency and Fellowship programs.
11. Performs related duties, as required.

*ADA Essential Functions

- Master's Degree in Business Administration, Health Care Administration or related field preferred.
- Minimum of five (5) years managerial experience in an ambulatory surgery center or hospital perioperative setting, required. Experience in revenue cycle management.