

PRACTICE ADMINISTRATOR

Price Vision Group, a world-renowned cornea, cataract, and refractive ophthalmology practice in Indianapolis seeks to replace a retiring Practice Administrator. Two ophthalmologists and four medical optometrists practice in a state-of-the-art facility including an integrated laser eye facility and separately owned ASC. In conjunction with the Cornea Research Foundation of America, the practice also has a strong clinical research and educational program, conducting a corneal fellowship program training two fellows annually and presenting several continuing medical education courses a year attended by physicians from all over the world. There is no optical adjunct to the practice.

Ideal candidates will have at least five years of practice management experience in a surgical specialty; ophthalmology experience is a plus. Requires in-depth knowledge of practice operations, revenue cycle management, finances and budgeting, marketing, EMR, , personnel law, risk management, workplace safety, compliance, and other regulatory issues pertaining to a medical practice.

REPORTS TO: Board of Directors

JOB SUMMARY: This individual is responsible to the Board of Directors for the administration, direction, and coordination of all practice activities except those directly involving professional medical judgment. Direct reports are the Director of Operations, managers of Tertiary and Refractive Clinics, I.T., and Accounting, and Marketing Coordinator.

EDUCATION AND EXPERIENCE:

1. A minimum of 5 years medical practice management experience in a surgical specialty.
2. Bachelors in Health Care Administration or equivalent work experience. COE or CMPE certification a plus.
3. Experience in managing practice operations in a fast-paced clinic environment.
4. Experience in preparing and evaluating monthly financial reporting, including provider production reports, accounts receivable, accounts payable, capital asset tracking, and and budgeting.
5. Experience with electronic medical records and practice management software packages is essential.
6. Experience in negotiating contracts for managed care, employment, equipment purchase/financing, and business services.

Essential Skills and Abilities:

1. Quantitative and analytical skills. Ability to anticipate critical issues and design effective interventions.
2. Decisive leadership with above average judgment.
3. Superior interpersonal and communication skills, including the ability to express himself/herself, in writing and orally, with clarity and tact, allowing effective leadership within a diverse team.

4. Ability to work in a fast-paced environment and sustain multiple projects simultaneously.

RESPONSIBILITIES:

Business Planning

1. Develops a business plan for the practice in conjunction with the President. Makes recommendations for implementation, including timelines.
2. Maintains an organization and communication system with the specific objectives of enhanced operating efficiency.
3. Works with the management team to develop a marketing plan to dovetail the practice goals set forth in the business plan.
4. Works on recruitment and development of a professional staff consistent with the goals set forth in the business plan.
5. Serves as primary interface with legal, accounting, insurance, and any outside management consultants.

Financial Operations

1. Works with the President and outside accounting/consulting firms in preparation of an annual budget.
2. Develops a format for optimally useful weekly and monthly financial and management information reports.
3. Reviews and analyzes monthly financial statements of the practice and related entities. Prepares an executive summary, along with the financial statement package, for presentation to the President.
4. Ensures timely completion of practice financial and production reports following the completion of the previous month.
5. Analyzes the cost/benefit ratio and feasibility of special situations or opportunities for the practice.
6. Works with outside accounting/consulting and legal firms regarding tax-planning issues affecting the practice.
7. Provides direct or indirect approval of all practice expenditures.
8. Works with outside accounting or consulting firm to develop appropriate internal controls.
9. Institutes a cash management program to maximize return to the practice.
10. Maintains an efficient purchasing system.
11. Monitors revenue cycle management processes in order to facilitate a healthy turnover of accounts receivable.

Human Resources

1. Recruitment, hiring, and dismissal of all personnel.
2. Supervision, including preparation and monitoring of job descriptions, salary reviews, and personnel evaluations.
3. Maintenance of employee files and records, ensuring practice is compliant with human resources legislation.

4. Development of an appropriate management infrastructure in order to improve communication and efficiency.
5. Organization of regular meetings of the management team and office personnel.
6. Development of protocols for continuing education of staff.

Corporate Overview

1. Serves as spokesperson, when necessary, for the organization.
2. Monitors practice fringe benefit programs.
3. Oversees all insurance coverage, including malpractice, office contents and liability, life, disability, and business overhead (for the physicians), as well as any other practice related policies.
4. Works on developing an in depth knowledge of the area marketplace. This will include attendance at appropriate conferences.
5. Oversees the utilization of computing systems and software, both internal and outsourced, to ensure maximum efficiency in all practice operations.
6. Develops relationships with managed care plans and negotiates fee schedules and contract language.
7. Develops and maintains quality assurance guidelines so as to ensure compliance with third-party payers.
8. Facilitates development of outcomes measurement and cost effectiveness guidelines, in order to enhance market position in the managed care environment.

COMPENSATION PACKAGE – Competitive salary plus incentive bonus and excellent fringe benefit package

6/11/18