

**Plastic Reconstructive & Microsurgical Associates of South Texas (PRMA)
CLINIC ADMINISTRATOR**

Do you share a passion for building, motivating world class and high performing teams? If so, please come join the largest privately held microsurgery practice in the US, providing reconstructive services to make breast cancer patients feel whole again. If you are driven by quality and happy patient outcomes, then you will be right at home here!

Qualifications & Experience:

- EMR systems.
- Human resources.
- Healthcare management.
- Masters degree in Healthcare Administration preferred.

Overview Job Description:

The Clinic Administrator is responsible for the management of an eight physician clinical practice, personnel and operations. The role lead will provide direction in planning, ensure efficient and quality performance in order to achieve and maximize operation goals. The Clinic Administrator will provide professional leadership for continuous service and quality improvement, patient satisfaction and customer service. Responsible for Business Development efforts and Marketing strategic planning to increase new patient growth.

Job Responsibilities include:

- Oversee medical and health service activities and personnel.
- Work collaboratively with physicians and CFO to implement appropriate protocols.
- Establish and enforce healthcare policies and procedures.
- Coordinate, build and supervise teams, monitor various departments.
- Best Practice improvement process experienced.
- Implementation of processes and procedures to maintain compliance with CMS, OSHA and HIPAA.

Human Resources Management:

- Manage compensation and benefits programs.
- Establish job classification systems.
- Develop, manage and implement training programs.
- Establish employee appraisal and evaluation systems.
- Establish employee relations and conflict resolution programs.
- Maintain compliance with employment laws.

Information Management:

- Conduct analysis of information system as needed.
- Facilitate information system procurement and installation as needed.

- Develop and implement information system training and support programs.

Risk Management:

- Develop conflict resolution and grievance policy procedures.
- Assess and procure liability insurances.
- Develop and implement quality assurance and patient satisfaction programs.
- Establish patient, staff and organizational confidentiality policies.
- Develop and maintain policies and procedures in accordance with HIPAA and OIG protocols.
- Maintain oversight of all OSHA compliance regulations for clinic. Ensure annual employee training in OSHA.
- Maintain compliance with state and federal regulations.

Planning and Marketing:

- Assure that the organization and its mission, programs, products and services are consistently presented in a strong, positive image.
- General oversight of practice marketing plans, website and educational materials.
- Pursue and establish partnership and strategic alliances.
- Develop and implement community outreach, public relations and customer relation programs.

Qualifications:

- Masters Degree in Healthcare Administration preferred. Bachelor's Degree in Healthcare Administration a must.
- Required 5 -10 years' experience in healthcare management
- Knowledge of principles and practices of health care planning and management sufficient to manage, direct and coordinate the operation of a busy medical organization.
- Knowledge of the purposes, organization and policies of the community's health systems sufficient to interact with other health care providers.
- Possess skills in exercising a high degree of initiative, judgement, discretion and decision making to achieve clinic objectives.
- Skill in leading employees to accomplish all job objectives while inspiring confidence and motivation.
- Ability to foster teambuilding with all staff.
- Ability to organize and integrate organizational priorities and deadlines.
- Ability to research and prepare reports or other correspondence as required.
- Ability to competently use Microsoft Office, including Word, PowerPoint, Excel and appropriate practice management software.
- Skill in establishing and maintaining effective working relationships with employees, policy making bodies, patients and the public.
- Skill in exercising judgement and making independent decisions.
- Excellent written and verbal communications.
- Experience in credentialing.
- Experience with OSHA/HIPAA regulations.

Job Type: Full-time.

Compensation: \$90,000-\$100,000k per year.

Benefits:

- 401(k).
- Dental insurance.
- Health insurance.
- Life insurance.
- Vision insurance.

Schedule:

- Monday - Friday.
- On-site position.

Ability to commute/relocate:

- San Antonio, TX.

Experience:

- Microsoft Office:
- Microsoft Excel.
- Management experience: 5-10 years.
- EMR systems: 5 years.

Resumes may be submitted to Sharon Lacey Supik at shalacey@prmaplasticsurgery.com .