

## **JOB SUMMARY – UROLOGY SAN ANTONIO,P.A. – EXECUTIVE DIRECTOR**

The Executive Director works with the Board of Directors to determine strategic initiatives and to oversee daily operational aspects of Urology San Antonio, P.A.

### **DUTIES AND ESSENTIAL JOB FUNCTIONS**

- Responsible for all strategic and operational aspects of this 300-employee, forty-provider surgical practice, including
  - Eight outpatient urology clinic sites,
  - A radiation therapy cancer center,
  - A freestanding ambulatory surgery center,
  - Pharmacy,
  - Durable Medical Equipment division
  - Clinical, Pathology, and PCR Labs
  - Chemotherapy Infusion Center
  - Full Imaging capability including CT and PET CT
  - Approximately seventy remote/hybrid employees
- Financial management of all corporate assets, including overseeing the production of monthly financial reports, reviewing/approving/executing/tracking all contracts for all divisions, and compensation programs for all employees (physicians, APPs, staff).
- Duties include daily interaction with
  - Physicians – Recruitment, ongoing monitoring/problem resolution, and execution of all related corporate documents.
  - Advanced practice providers – recruitment and non-clinical supervision (performance appraisals, disciplinary actions)
  - Managed care carriers – Contract negotiations, credentialing functions, medical coverage issues
  - Management of Human Resource functions,
  - Monitoring and planning related to Revenue Cycle activities (billing/collections)
  - Scheduling of physicians (call schedule, template modifications to ensure equity)
  - Provision of care processes (clinical care pathway planning and daily logistical implementation (patient navigation)
  - Quality initiatives,
  - Automation initiatives,
  - Patient Access (Call) Center, and
  - Compliance
- Development of all new service lines such as DME, oncology, clinical trials (research), PCR Lab, Blue Light Cystoscopy, and PET-CT.
- Administrative oversight of two real estate holding companies (from identifying, securing, and developing clinic projects, and ongoing management).

### **Other functions and Responsibilities**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **COMPETENCIES**

1. Patient & Customer Focus
2. Ethical Conduct
3. Flexibility
4. Initiative
5. Personal Effectiveness/Credibility
6. Stress Management/Composure

### **CLINICAL COMPETENCIES**

As a non-clinical position, the Executive Director works with the group's Medical Director, Director of Clinical Programs, the Operations Committee, and the Quality and Compliance Committee to effect high-quality patient care supported by solid operational processes.

## **QUALIFICATIONS**

### **Required:**

Master's degree in Health Services Administration, Business, or a related field; a minimum of ten years' experience in medical practice and/or hospital in a leadership / supervisory role.

### **Preferred:**

Specialty-based medical practice experience

### **REQUIRED LICENSES/CERTIFICATIONS:**

Prefer national board certification in medical practice management (FACMPE).