

JOB SUMMARY:

The Physician Practice Manager (Director) has primary responsibility for all aspects of the daily operations and general management of the hospital owned practice(s) and supervision of subordinate practice and business office managers. This includes strategic planning, coordination of daily operations, and supervision of both nursing, clerical, and central business office staff to ensure delivery of quality patient care.

This position also involves collaborating with other management personnel to allocate and assign duties to employees and monitor the activities and operations of all the practice(s) components to ensure the practice(s) meet all objectives and budgetary targets. Assumes the administrative authority, responsibility and accountability of directing the activities and practices in the market.

Oversee clinical and patient care policies with involvement of respective physicians. Maintains an appropriate public relations program that serves the best interest of the practices and community. Ensure that the physicians and staff have the applicable training necessary for performance of their assigned duties. Consults with the practices office managers concerning the operations of their practices to assist in eliminating/correcting problem areas and/or improvement of services. The Director will have significant involvement with financial aspects of the practices, to include - assisting with projections, month-end close processes, special analyses & projects, and budgeting. The Physician Practice Manager will work closely with the Senior Director in defining goals and developing a long-term plan for the practices.