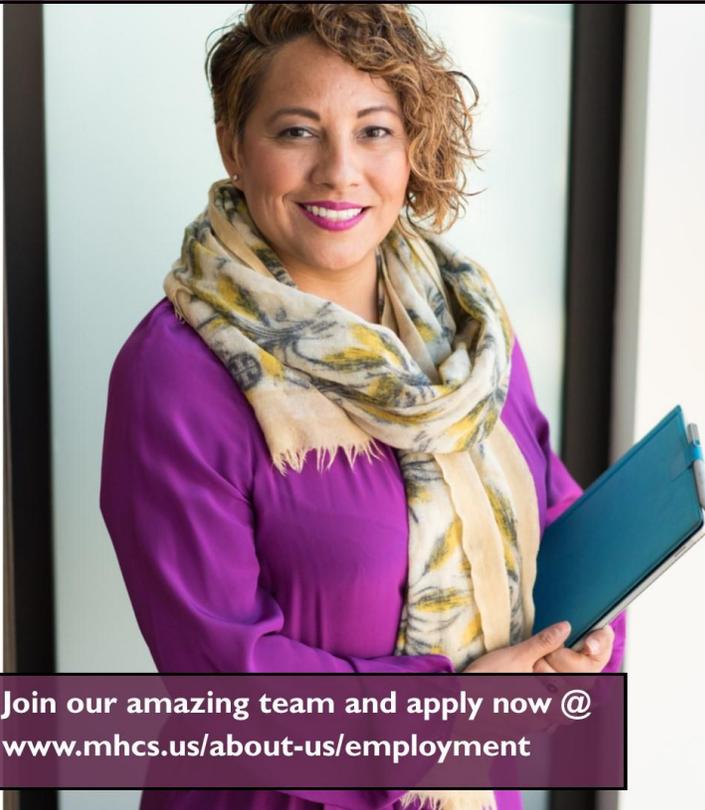


# Seeking a Clinic Administrator



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[www.mhcs.us/about-us/employment](http://www.mhcs.us/about-us/employment)

✓ *This role provides management and coordination of the daily functions of the MHCS Family Medical Centers (Rural Health Clinics) in the areas of: personnel, medical office procedures, accounts receivable procedures and practice development*

✓ *Bachelor's degree required with 4 years related experience and/or training, or an equivalent combination of education and experience preferred.*



**Memorial**  
Health Care Systems

300 N. Columbia Ave. | Seward, NE  
402-643-2971

Candidates may also apply by emailing resume/CV to [hr@mhcs.us](mailto:hr@mhcs.us)

**JOB TITLE:** Clinic Administrator  
**REPORTS TO:** CEO

**SUMMARY:** Provides management and coordination of the daily functions of the MHCS Clinics. Provides for management in the areas of personnel, medical office procedures, accounts receivable procedures and practice development. All duties are performed consistent with the corporation's standards and values. This person will either perform the following duties personally or will supervise the performance of these duties through subordinate employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Supervise all practice staff. In conjunction with human resources will orient, train, motivate, supervise, consult and evaluate all personnel that s/he is responsible for on a regular basis. Will effectively plan direct, hire, promote and evaluate their work and to take corrective action when needed up to and including terminations in accordance with MHCS personnel manual.
2. Updates job descriptions, office policies and procedures.
3. Evaluate and coordinate clinic equipment purchases. Determine the needs in order to plan premium use of the current facilities.
4. Formulate procedures for systematic retention, protection, retrieval, transfer and disposal of records.
5. Continually evaluate revenue generating and cost reduction programs, including pay-for-performance, population health and value-based type programs.
6. Analyze coding procedures for accuracy and compliance.
7. Review patient records to ensure completeness, accuracy, and timeliness.
8. Develops, organizes and oversees practice development in conjunction with CEO, CFO, the management team and medical providers.

9. Oversees and operates the clinics in compliance with all regulatory agencies.
10. Coordinates patient care services through the nurse manager.
11. Understands fully the regulations regarding the rural health clinic designation.
12. Develop relationships with third party payers in order to effectively manage accounts receivable to maximize cash flow.
13. Oversees and coordinates all patient flow for efficiency, and leads efforts associated with prior authorization.
14. Will have knowledge and understanding of established corporate rules and regulations, policies, procedures, and standards.
15. Ability to communicate effectively with staff, supervisors, and other MHCS departments. Ability to exercise sound judgment in evaluating and reporting situations and/or making decisions. The ability to organize, implement and evaluate delegated tasks.
16. Analyses and organizes office operations and procedures.
17. Directs and coordinates the annual budget process.
18. Actively demonstrate support for the Customer Service Standards of Practice by using CPR (Communication, Professionalism, and Rights & Compliance) in your daily interaction with patients and residents, supervisors, subordinates, co-workers, and the general public. Develops and recommends new procedures and approaches to safety and loss prevention based on reports of incidents, accidents, and other data gathered from hospital personnel.
19. Ensure confidentiality of protected information in accordance with the MHCS Standards of Confidentiality policy.
20. Assures the safety of equipment used by the staff and patients by alerting the Maintenance Department of malfunctions; communicates emergency situations in the facility and alerts proper authorities if necessary.

**SUPERVISORY RESPONSIBILITIES:** Manages subordinate supervisors also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring, orienting new employees; planning, assigning, and directing work; evaluating job performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or/ ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and/or Experience: Bachelor's degree (BA or BS) from four-year college or university with four years related experience and/or training, or equivalent combination of education and experience.
2. Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to management, public groups, and/or board of directors.
3. Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume.
4. Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.
5. Computer Skills: To perform this job successfully, an individual should have knowledge of clinic practice management systems billing/scheduling; Internet software; Spreadsheet software and Word Processing software.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required.