

MGMA JOB DESCRIPTIONS

Practice Administrator/CEO

This is the top non-physician professional administrative position. Maintains broad responsibilities for all administrative functions, including operations, marketing, finance, managed care/third party contracting, physician compensation and reimbursement, human resources, medical and business information systems, and planning and development. Oversees management personnel with direct responsibilities for these functional areas. Usually reports to the governing body of the organization.

Business Office Manager

Directs and coordinates all business office activities in an organization that has a top administrator. Monitors the medical billing system. Oversees areas of responsibility such as third party reimbursements, physician billing, collections, contract administration, and management reporting. Usually reports to the Practice Administrator or the person in the organization's top financial position.

Branch/Satellite Clinic Manager

Oversees the administrative operations activities of an assigned clinic. Oversees the implementation of the organization's policies and procedures, including budget management, human resources management, and compliance with state and federal regulations. Supervises the clinic managers and indirectly supervises clinic staff. Usually reports to the top administrative position.

Small Practice Administrator/Clinic Manager

In small practices (e.g., less than 6 FTE physicians), this may be the top administrative position. Similar to the Practice Administrator in some cases. Maintains broad responsibilities for all medical and non-medical administrative functions. Oversees all aspects of practice operations, including finance. In some cases, the daily functions may be delegated to an office supervisor or this position may oversee all front and back office supervision. Usually reports to a senior physician, e.g., the Medical Director or to the governing body of the organization.

Assistant Administrator/Manager

Provides assistance to a top administrator (e.g. Practice Administrator) with the management of one or more functional areas of the practice. (e.g. administration, managed care, human resources, finances and/or operations). Normally has limited scope of responsibilities. A medical practice may have multiple Assistant Administrators. Usually reports to the top administrative person in the organization.