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Senior Administrator of Anesthesiology - The University of Kansas Health System

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The University of Kansas Health System in Kansas City is a world-class academic medical center and destination for complex care and diagnosis. We offer more options for patients with serious conditions because of our expertise and leadership in medical research and education. Our physicians are researchers and educators expanding the boundaries of medical knowledge. Their major breakthroughs lead to the life-changing treatments and technologies of the future.

Vision:

To lead the nation in caring, healing, teaching and discovering.

Mission:

As an academic health system serving the people of Kansas, the region and the nation, The University of Kansas Health System will enhance the health and wellness of the individuals, families and communities we serve.

Values:

Our core values drive our decisions, our actions and our care.

- Excellence
- Compassion
- Diversity
- Innovation
- Integrity
- Evidence-based decision-making

Advancing Academic Medicine in Kansas City

The history of The University of Kansas Health System is a tale of triumph. From humble beginnings, we have evolved into a destination academic health system sought out by patients and top-notch medical professionals from around the country. Our reputation as the region's premier academic medical center was hard-earned through a collective vision and commitment to unmatched patient care.

Hospital origins

With his donation of land in 1905, Simeon Bell, MD, set the stage for academic medicine in Kansas City and the region. His gift led to the establishment of a hospital founded in 1906 as part of the University of Kansas School of Medicine. The hospital marked an important milestone in 1998 when it became an independent hospital authority, receiving no state funding and no longer part of the School of Medicine. The hospital's official name became The University of Kansas Hospital. Nearly 20 years later, the latest milestone occurred. The University of Kansas Hospital joined with the University of Kansas Physicians in 2017 to form The University of Kansas Health System.

The Academic Advantage:

At the University of Kansas Health System, you'll benefit from the exceptional strengths of an academic health system. The scope of knowledge, the depth of expertise, the breadth of scientific inquiry and the advanced technological resources you'll find here are available only at the best hospitals in the nation. We always put patients at the center of every decision we make.

The opportunity:

Administrator Department of Anesthesiology

Position Summary/Career Interest

At the direction of the Department Chair, oversees and has responsibility for all administrative, financial and daily operations of the anesthesiology department. Scope extends to management of clinical practice, overseeing all academic education and research including program development and business functions. Partners with University of Kansas Health System and the University of Kansas promoting the system mission, vision and values. This position reports directly to the Vice President of Ambulatory Services and Practice Management and has a dyad partnership with the Department Chair.

Responsibilities

- Functions as Department administrative leader. Works with the Department Chair to provide oversight of all department clinical, administrative, research, education, and clinical support activities.
- Effectively communicates with all levels of the department and organization. Facilitates appropriate engagement from front line staff, supervisors, and managers. Is visible to front line staff.
- Creates an environment in which effective communication and responsiveness to customer needs are personal priorities. Provides timely resolution and response to customer complaints, concerns and suggestions.
- Effectively analyzes complex issues/problems and leads/influences individual(s) and groups developing and implementing successful resolution tactics.
- Collaborates and partners with physicians, allied health staff, health system executives, and support units (e.g. revenue cycle, supply chain management, accounting, planning, marketing, human resources, compliance, etc.) to implement effective operational plans and business plans.
- Assumes fiscal responsibility through budgetary planning and implementation including human resources, equipment, supplies, contracts, information services, and space. It is expected the Administrator will reach out and collaborate with their health system peers to coordinate resources and operational effectiveness.

- Collaborates with department and health system leadership to achieve quality and safety outcomes and processes to achieve these outcomes.
- Responsible for staff (provider and allied health) onboarding and on-going training to ensure customer service and patient experience key performance indicators are achieved.
- To the extent not delegated to Revenue Cycle, supervise billing-related business office operations. This includes managing and monitoring all billing, collection, and coding functions between the department and outside vendors or contractors. Implement and maintain operational audit and quality control programs to ensure accurate and optimum performance in all billing related areas, including regulatory billing compliance and teaching physician requirements.
- Collaborates with Department Chair to identify, develop, and organize new programs and services. Provides appropriate business planning and analysis to institutional committees and leadership as needed.
- Maintains knowledge and achieves compliance with federal, state and local regulatory requirements, licensure, accreditation requirements, EMR procedures, and internal policies, procedures, and protocols.
- Partners with Human Resources and is accountable for recruitment, retention, and corrective action processes.
- Mentors emerging talent regarding career growth and actively cooperates in succession planning efforts, within and outside of the department, with a special emphasis on retaining and recruiting a diverse workforce.
- Uses standard work and workflows and quantitatively applies these for staffing to workload.
- Demonstrates success leading process improvement initiatives in a tertiary organization, including use of Lean and CQI principles.
- Maintains knowledge of industry trends and recommends effective and efficient solutions.

The role of a senior administrator supports the tripartite mission of the academic health system. The specific requirements of the role and associated expectations related to communication are listed below.

*Must be able to perform the professional, clinical and or technical competencies of the assigned unit or department.

*Note: These statements are intended to describe the essential functions of the job and are not intended to be an exhaustive list of all responsibilities. Skills and duties may vary dependent upon your department or unit. Other duties may be assigned as required.

Qualifications

Required:

- Bachelor's degree from an accredited university in the area of business, health administration or related field.
- Five or more years' experience with a concentration in administration/management or equivalent combination of education and experience.
- Experience in healthcare inpatient, outpatient, or diagnostic practice management.

Preferred:

- Master's degree in business, healthcare or related field is preferred.
- Experience with medical group management and academic departmental management.

Ideal candidate background:

- Master's degree in business, healthcare or related field preferred
- Must be a people person with high level of emotional intelligence
- Anesthesiology background strongly preferred
- Large complex academic medical center experience preferred
- Healthcare finance and billing experience required
- Billing and coding knowledge directly related with an Anesthesiology program / department
- Collaborative in nature with all members of the team / department
- Proven ability to develop team members and hold people accountable
- Understand this is a service specialty
- High degree of flexibility
- Lean management experience preferred