



BELIEVE THERAPIES

therapy that works

BUSINESS ADMINSTRATOR JOB DESCRIPTION

PURPOSE

To oversee the production of Division 1, 2, and 3 of the company, to assist the production and viability of the whole company, with statistics maintained at average or above average levels.

PRODUCT

Viable, successful, expanding, well managed and productive clinics.

POST FUNCTIONS

Statistics

- Routinely meet with all division managers to review statistical information and apply conditions as needed.
- Ensures quality treatment programs that lead to highly satisfied clients who complete their full treatment programs.
- Ensure staff members are highly educated and perform job duties with the highest standards and service maintained and increased by highly productive staff.
- Ensure stable, communicative, ethical, productive staff.
- Ensure an educated client who maintains excellent communication with the practice.
- Ensure all money collected for a service or product delivered, with income greater than expenses plus reserves accumulated.
- Ensuring all division responsibilities are completed daily, with coverage obtained/provided as needed.
- Perform other duties as delegated, required or requested.

Personnel

- Ensuring all managers in division 1, 2, and 3 are staffed appropriately, which includes recruitment, interviewing, onboarding, and orienting new staff.
- Ensuring division managers maintain compliance with company policies and procedures, as well as enforcing disciplinary action or employment termination when warranted.
- Ensuring appropriate time management of all division managers, through timecard approval and PTO approval/denial.
- Provides constructive and timely performance evaluations of division managers

SKILLS NEEDED

Must have a high communication level (verbal and written), great control and really enjoy working with others at all levels. Must demonstrate excellent interpersonal, negotiation, and conflict resolution skills. Administrator services are key, so it is up to the Business Administrator to uphold a standard of excellence throughout the company. Must be able to manage by statistics and to abide by conditions.

QUALIFICATIONS

- Thorough knowledge of leadership and managing by statistics.
- 5 years of experience within the company in a leadership position preferred
- Comprehensive understanding of computers and Microsoft Office applications and company EMR system
- A licensed evaluating therapist in the state of Texas and/or work within division 1, 2 or 3 of the company is preferred.

SCHEDULE

This position is Full-time, per your individual employment contract. Attendance is very crucial in this position so all time-off and lateness must be worked out beforehand when possible.

MAIN STATISTICS AND PRODUCTION QUOTAS

- Staffing Expenses
- Payroll Expenses/Monthly Charges
- Advanced Schedule
- Total Cancelations/No-Shows
- Percentage of Arrival
- Referrals to New Patients
- #Auth Received/#Auth Requested
- Billed Out
- AR % Maintained
- Gross Income

Quotas will be set weekly or monthly (depending on the statistic) and are expected to be met within the first 30 days and consistently thereafter. The expectation is that all statistics will be maintained at the condition of Normal or better.

VALUABLE FINAL PRODUCT

Viabile, successful, expanding, well managed and productive clinics.



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JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I, _____ have received a copy of the job description for my position:

Position: _____

Revision Date: _____

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date