

Position Title: Manager, Ambulatory Services

Organization: Sarasota Memorial Health Care System

Website: <http://www.smh.com>

Organization Type: Ambulatory Care Facility/Group Practice

Organization Size: Not specified

Location: North Port, FL

Salary Range:

Length of Position: Permanent Basis

Position Description:

The Sarasota Memorial North Port ER & Health Care Center serves the City of North Port and surrounding areas with the most advanced emergency medical care and key outpatient services. Called a free-standing ER because it is not physically attached to the hospital, Sarasota Memorial's new North Port ER facility is one of Florida's largest.

Our fully equipped Emergency Care Center occupies most of the new 50,000-square-foot building's first floor. The ER is staffed 24/7 by Sarasota Memorial's board-certified emergency medicine physicians – and is fully integrated, including Electronic Medical Records, with the vast resources of the Sarasota Memorial Health Care System.

The ER features 21 treatment rooms in a 23-hour observation unit designed to treat patients who need emergency medical attention, but do not need to be admitted to the hospital. For those who do need to be admitted, an on-site dedicated ambulance stands ready to transport patients to the hospital. The facility has a helipad for air transport via helicopter when needed, as well.

In tandem with the ER are several outpatient care services that are also located on the first floor, including a complete laboratory, radiology department, a fully appointed rehabilitation center, and home health care.

JOB SUMMARY: Oversees the departmental operations of the ambulatory offsite facilities, walk-in clinics, and/or free standing emergency room at Sarasota Memorial Health Care System that include patient safety/quality, human resources, site growth, employee engagement, patient satisfaction, financial management, medical staff relations, business/clinical information systems and compliance with regulatory bodies (Joint Commission, AHCA, OSHA, etc.). Develops employees to their fullest potential by focusing on education and mentoring plans to achieve optimal retention and succession planning outcomes. As we continue our Success, we are seeking:

Manager, Ambulatory Services

QUALIFICATIONS:

Bachelor's degree in business or related field is required. Master's degree in Health Care Administration or Business Administration can substitute for the

required experience. Minimum three (3) years experience in registration, billing, insurance processing, scheduling of patients, or ambulatory services in a medical setting in which two years are in a lead or supervisory level is required. Demonstrates working knowledge of medical terminology preferred. Demonstrated knowledge of insurance rules and regulations including Medicare, Medicaid, managed care, and commercial insurance is preferred. Demonstrated leadership skills and understanding of group processes, teamwork and site/cost-center based management is preferred. Ability to establish and maintaining effective working relationships at all levels preferred. Demonstrated communication and interpersonal skills at all levels is preferred. Ability to analyze problems and consistently follow through to solution and to take initiative, exercise independent judgment, decision-making and problem solving expertise is preferred.

EDUCATION REQUIREMENTS

Degree Required:	Bachelor's
Discipline Required:	Healthcare Administration
Degree Preferred:	Master's
Discipline Preferred:	Healthcare Administration

WORK EXPERIENCE REQUIREMENTS

Major Work Experience:

- General Management, 3 years
- Financial Management, 3 years
- Ambulatory Care, 3 years

Other Requirements:

- Fellow of the American College of Healthcare Executives (FACHE®): **Preferred**

SEND OR FAX RESUME TO:

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