

Job Summary

Team work and strong communication skills to include the ability to lead people are a must. The Facility Administrator has many overlapping areas of responsibility and works closely with the Chief Nursing Officer, and reports to the Chief Executive Officer, Chief Operating Officer and the Board of Directors of Albuquerque ER & Hospital. The Facility Administrator will have the responsibility of being the main point of contact at Albuquerque ER & Hospital for all non-clinical issues. This includes compliance with all OSHA, CIHQ, CMS/Medicare, and Department of Health requirements as it pertains to the operation and maintenance of the physical plant. The Facility Administrator will be computer literate, and be able to navigate multiple computer platforms. The Facility Administrator will demonstrate financial literacy and skills to assist in the day-to-day operation of Albuquerque ER & Hospital. Duties will include budget development and management, maintenance of inventory records, invoice processing, maintenance of files, and effective use of financial software programs. The Facility Administrator will be able to step into performing as registration clerk as required, manage collection of patient payments, prepare bank deposits, and take administrative call. Facility Administrator will be able to perform duties as patient liaison in regards to financial counseling, billing and insurance matters; and be able to train and mentor reception staff in the same. There are multiple elements that include employment, payroll and human resource functions.

Job Duties

- **This is an exempt position**
- **Self motivation and ability to lead staff by positive example are critical**
- **Maintain credentialing and privileging documentation for all staff and physicians**
- **Attend meetings, prepare and distribute meeting minutes**
- **Maintain and present performance data at monthly staff and board meetings**
- **Maintain contractor files**
- **Responsible for facility compliance with State Department of Health and CMS/Medicare requirements**
- **Serve as contact person for facility life safety, housekeeping, security, maintenance and coordinate maintenance**
- **Generator, Radiology equipment, HVAC, IT and computer systems, security and fire equipment, exterior grounds and all other aspects of the physical plant of the facility**
- **Maintain office equipment**
- **Coordinate payment of monthly invoices**
- **Act as a liaison between medical billing and the facility**
- **Address patient complaints related to medical billing**
- **Maintain all reports related to billing, laboratory and radiology services**
- **Assist in interviewing applicants**
- **Serve as lead for front desk reception and registration**
- **Perform front desk staff in duties as needed**
- **Supervise, train and mentor front desk staff**
- **Prepare and make bank deposits**
- **General clerical duties photocopying, faxing, and mailing**

- **Participate in facility committees**
- **Participate in marketing events**
- **Perform duties/tasks/projects as assigned by CEO, COO and physician leadership**
- **Ability to work as effective team member with CNO to perform such duties, tasks and projects as assigned**
- **Perform administrative on-call duties in rotation with CNO and physician leadership**
- **Demonstrate professional conduct and comply with all policies and procedures**
- **Provide availability for errands and daily needs of facility**
- **Purchasing of all non-clinical materials**
- **Full working knowledge of Microsoft Word, Excel and Powerpoint**
- **Ability to develop a full working knowledge of EPowerDocs, GoRev, Zirmed, Waystar, Availity and Healthxnet and other software programs used by facility**
- **Obtain and maintain all hospital, city and state licensing as needed**
- **Assist in all HR related duties on a local level such as peer review, scheduling, payroll, and insurance benefits for all staff and employees**

Required Education

Bachelors degree in Business or Healthcare Administration or a related field.

Associates degree in Healthcare Administration or related field with 3 years direct work experience.

Preferred Education

Masters in Business Administration with an emphasis on Healthcare Administration.

Job Type: Full-time

Salary: \$60,000 to \$80,000/year, based on education and experience

Benefits:

- 401(k)
- Paid time off
- Dental insurance
- Health insurance
- Vision insurance

Schedule:

- Monday to Friday
- Occasional Weekends
- Occasional Evenings

Education:

- Bachelors degree in business or healthcare administration or a related field

Work Location:

- One location with opportunity for growth

Company's website:

- <https://abqhospital.com>

Work Remotely:

- No