

**Title:** Senior Business Administrator, University Gynecology and Obstetrics (UGO)

**Department:** Administration

**Reports to:** President, UGO

**Position Summary:**

* The Senior Business Administrator (SBA) reports directly to the President of UBMD University Gynecologists and Obstetricians, Inc (UGO) and provides financial stewardship related to the portfolio of clinical activities of UGO.
* In collaboration with the President, faculty, and other relevant stakeholders, the SBA ensures day-to-day management of clinical operations of UGO to achieve a balanced budget and growth of the practice portfolio. The SBA assists the President, faculty, and other stakeholders in developing and implementing strategic and business initiatives that are aligned with the goals of UGO and other relevant stakeholders.
* To ensure faculty and other provider engagement, develops and communicates appropriate financial dashboards.
* The SBA develops and communicate relevant business analytics and financial metrics related to clinical operations so as to ensure faculty and other provider engagement.
* The SBA provides oversight and guidance to outpatient clinic operations, marketing, information technology, human resources, revenue cycle, and business and financial operations.
* The SBA identifies areas in need of improvement and develops corrective action plans.
* Overall, in collaboration with relevant stakeholders and the President, the SBA provides leadership, management, relevant business analytics, and vision that ensures compliance, appropriate operational controls, wise administrative and financial stewardship, and positions UGO to expand and diversify its clinical portfolio.
* The SBA will collaborate with other health care and hospital partners related to development of the women’s health service line.

**Essential Functions:**

* Builds strong relations with other UBMD practice plans, as well as affiliated hospitals (Kaleida Health, ECMC, Great Lakes Cancer Care, Western New York VA, and Jacobs School of Medicine and Biomedical Sciences.
* Develops and oversee the appropriate management team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to foster organizational objectives.
* Works with managers to assess faculty and other provider productivity and efficiency. Addresses concerns and provides resources to increase providers’ clinical efforts.
* Works with the Clinical Nurse Operations Manager to provide quality care and optimize patient experience.
* Leads strategic planning efforts and monitors and communicates financial position to ensure operational efficiency and growth and stakeholder engagement.
* Assumes responsibility for the measurement and effectiveness of all internal and external processes; provides timely, accurate and complete reports on the operating condition of the organization.
* Develops new/maintains current partnerships in order to advance the company’s long and short-term goals as they relate to business operations, financial position, and patient satisfaction.
* Areas of concentration will include quality improvement, performance initiatives, program development, provider relationships, and development of operational practices to help increase revenue and ensure an integrated approach to enhancing standard operating procedures.
* Responsible for the development of high quality, cost effective programs designed to reduce costs and improve productivity.
* Assists President in developing and maintaining community, industry and stakeholder relations and services and acting as a liaison with other staff, departments, and other healthcare partners.
* Leads clinical integration initiatives with practice partners.
* Alerts CEO to possible business opportunities and risks; investigates alternatives and proposes financially sound responses to business questions.
* Provides supervision, oversight and guidance to Directors/Managers in clinic operations, business operations, marketing, human resources, clinical systems/IT, accounting/finance, business operations, hospital medicine and revenue cycle operations.
* Participates in key decisions pertaining to strategic initiatives, operating models, and operational execution.
* Develops new strategies to enhance and improve the organization’s overall performance through marketing and business development which may include, but are not limited to, expanding outreach activities and referral networks to ensure effective partnerships are formed to facilitate the development of a comprehensive marketing strategy.
* Assesses and communicates organizational performance against both the annual budget and company’s strategic plan.
* Develops business analytics to provide critical financial and operational information to the President and make actionable recommendations on both strategy and operations.
* Engages the President and Board of Directors around issues, trends, and changes in the operating model(s) and operational delivery.
* Provides input on various business initiatives (i.e. new faculty hires, new operations, etc.) including business plans and forecasts.
* Development of faculty contracts.
* Develops and oversee faculty and other provider lease contracts with Kaleida Health, Catholic Health Systems, Erie County Medical Center, Great Lakes Cancer Collaborative, and General Physicians PC.

**Other Functions:**

* Enforces compliance with company standards and ethics throughout the organization.
* Maintains confidentiality at all times, including adherence to all HIPAA guidelines.

**Minimum Job Requirements:**

Education: Master’s degree in Health Care Administration or Business Administration with 10 years of experience in health care management will be considered.

Experience: Minimum 10+ years’ experience in outpatient clinical operations required. Expertise in revenue cycle operations in a physician practice essential.

Knowledge, Skills &

 Abilities: Adept at communicating financial targets and position to ensure faculty and other provider engagement. Proficiency in problem-solving/analytical skills. Demonstrated visionary leadership, change management and financial acumen.

Employee Signature Date