

Hospital Job Descriptions

Executive & Administrative

- 100 CHIEF EXECUTIVE OFFICER**--Top level position in organizational structure of hospital. Administers, coordinates, and directs all activities. Develops and recommends policies for consideration of governing body. Interprets and administers policies approved by governing board.
- 105 CHIEF OPERATING OFFICER**--Second highest position in organizational structure of hospital. Reports to Top Hospital Executive. Assists in administrative functions and takes on some responsibilities of Top Hospital Executive, as may be delegated. May supervise, direct, and coordinate functions and activities of one or more hospital departments.
- 110 CHIEF MEDICAL OFFICER (MD)**--Responsible for planning, directing, and coordinating all medical affairs issues; establishes and implements standards for medical practices and policies. Advises CEO on medical and administrative policies regarding the patient care. Responsible for coordination of medical education and physician recruitment.
- 115 CASE MANAGER (RN)**--Responsible for complete case management of all patient needs. Responsible for utilization review, coordination of patient services, and discharge planning. Interviews patients and families to assess needs and risk categories to develop and implement appropriate plans of care. Assures quality clinical care by coordinating all services and collaborating with doctors on plan of care. Implements, monitors and evaluates the plan of care and its effectiveness.
- 120 ADMITTING SUPERVISOR**--Supervises admitting office personnel in admission of patients. Responsible for properly interviewing patient and/or relative in order to obtain necessary personal and financial data. Responsible for preparation of records of admission, transfer, and other data as required.
- 125 PATIENT REPRESENTATIVE**--Serves as a representative of the patient in matters pertaining to quality of patient care. Serves as liaison between the facility, patient, and patient's relatives in resolving patient care problems and communicating facility policies and procedures regarding patient care.
- 130 DIRECTOR OF HOME HEALTH CARE (Hospital-based)**--Reports to Hospital C.E.O. Responsible for overall planning and administration of all of the hospital's home care activities for all departments. Plans, directs, and coordinates all activities.

Finance & Administrative

- 140 CHIEF FINANCIAL OFFICER**--Top level position in Finance Department. Directs and coordinates hospital activities concerned with financial administration treasury functions, budgets, general accounting, patient business services, and financial and statistical reporting. May have responsibility for data processing function, administrative systems and procedures, and such other administrative functions as may be delegated.
- 145 SECOND LEVEL FINANCIAL EXECUTIVE**--Second level position in Finance Department. Reports to Top Financial Executive. Position takes on some responsibilities of Top Financial Executive and provides assistance, as may be delegated, in areas of financial administration, treasury functions, budgets, general accounting, patient business services, and financial and statistical reporting. May be given some responsibility for data processing function administrative systems and procedures, and such other administrative functions as may be delegated.
- 150 GENERAL ACCOUNTING MANAGER**--Responsible for the general accounting functions of the facility in the preparation of reports and statistics that reflect earnings, profits, surpluses or losses, cash balances and other financial results. Supervises and coordinates activities of workers engaged in calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records.
- 155 ACCOUNTANT**--Prepares monthly and yearly statements of income and expense. Accumulates facts and information in specific accounting areas and summarizes in proper forms for eventual posting to ledger. Records bank advice's regarding securities activities. Analyzes accounts to trace discrepancies or errors.
- 160 BUSINESS OFFICE MANAGER**--Responsible for direction and coordination of several functions such as admissions, billings, and collection. Provides assistance, as may be delegated, in areas of budget preparation, general accounting and preparation of reports.
- 165 PATIENT ACCOUNTS SUPERVISOR**--Directs and supervises activities of billing office personnel in preparation of inpatient and outpatient statements of service and processing of third-party billing.

Human Resources

- 170 CHIEF HUMAN RESOURCES OFFICER**--Top level position in personnel and human resource management. Responsible for design, implementation, and evaluation of all programs relating to human side of hospital organization. Plans, directs, and supervises such functions as employment, training, policies and procedures, compensation, benefits, labor relations, health and safety, and security.

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- 175 SECOND LEVEL HUMAN RESOURCES EXECUTIVE**--Second level position in personnel and human resource management. Position takes on some responsibilities of Top Human Resource/Personnel Management Executive and provides assistance, as may be delegated, in areas of employment, training, policies and procedures, compensation, benefits, labor relations, health and safety, and security.
- 180 HUMAN RESOURCES GENERALIST**--Provides support in areas of Human Resources including, but not limited to, recruitment and employment, personnel records, employee relations, job evaluation, compensation management, benefits administration, organization development, and training. Assists in the development and implementation of HR policies and procedures through employee booklets, communications, and meetings. Prepares various reports to meet internal organizational needs.
- 185 COMPENSATION ANALYST**--Studies and analyzes wage or salaried jobs and prepares descriptions in standardized form. Evaluates jobs using established systems. Determines grades and prepares records on the validity of the evaluations. Conducts compensation surveys and participates in compensation surveys conducted by other organizations. Develops, recommends and writes job evaluations and compensation procedures. Assists in the administration of merit programs.

Information Systems

- 190 CHIEF INFORMATION OFFICER (CIO)**--Directs and coordinates all information systems department's activities, including systems analysis, programming, and computer operations. Sets policies and procedures, technical standards and methods, and priorities. Consults with management to define boundaries and priorities for projects and acts as liaison between information systems and other functions.
- 195 NETWORK OPERATIONS MANAGER**--Responsible for computer and Local Area Network (LAN) activities including installation, maintenance and usage. Studies vendor products, makes recommendations to management, and manages LAN performance and security. Supervises network analysts and/or administrators.
- 200 PROGRAMMER/ANALYST**--Reviews, evaluates, designs, implements and maintains company database(s). Analyzes, designs and implements accurate, secure, efficient, logical and physical data bases and coordinates database development applying knowledge of database design standards and database management system. Identifies and resolves production and/or applications.
- 205 EHR APPLICATION ANALYST**--Responsible for consulting with all Departments on the use of the Electronic Health Record systems (EHR) to improve patient care and outcomes. Includes assistance with EHR implementation and vendor products, hardware, software and system configuration, as well as technical assistance with quality of data reporting.
- 210 RN CLINICAL INFORMATICS SPECIALIST**--Assists in the development, implementation, and evaluation of computer applications, tools, processes, and structures as they relate to nursing and other clinical areas. Serves as technical liaison to IT staff by troubleshooting and providing support for Clinical Informations staff and end users in the use of the informatics systems and clinical connectivity. RN licensure required.

Facilities/Environmental Services

- 215 MAINTENANCE SUPERVISOR**--Supervises staff in maintaining facilities and surrounding grounds. Supervises and schedules the daily activities of the maintenance staff.
- 220 HOUSEKEEPING SUPERVISOR**--Second Level Housekeeping Executive. Trains and supervises housekeeping personnel to maintain cleanliness for specified hospital areas which might include several floors. Establishes and maintains work assignments. Completes inspections to assure proper cleanliness of hospital area. May initiate requisitions for needed repairs. May requisition and issue supplies. May function as working supervisor.
- 225 LAUNDRY SUPERVISOR**--Directs laundry personnel in service activities such as washing, cleaning, ironing, processing, and delivery of uniforms and linens. Regulates work flow and sets production standards within department. Maintains production records and computes operating costs. May serve as liaison for laundry contract services where laundry service is off premises.
- 230 SECURITY SUPERVISOR**--Responsible for supervising the security team. Assigns security personnel to stations and shifts, recommends and implements procedures and systems for visitor control, employee identification, and safeguard of facilities, equipment, materials, and employee property. Investigates loss control and accident reports.
- 235 SECURITY OFFICER**--Responsible for the safety of patients, visitors, staff and hospital. security team. Responsible for continual surveillance of hospital and grounds, controls access to hospital, responds to security calls, assists visitors, and responds to security calls. Maintains daily log and documents and reports all incidents.

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Rehabilitation

- 240 DIRECTOR OF REHABILITATION**--Responsible for all rehabilitation services (Physical, Occupational, Speech, and Recreational Therapy). Develops and implements plans, policies, and procedures for rehabilitation staff.
- 245 PHYSICAL THERAPIST**--Organizes and conducts prescribed therapy programs for patients involving exercise, heat, water, light, and electricity. Applies diagnostic and prognostic muscle, nerve, joint, and functional ability tests. Directs and aids patients in active and passive exercises. Evaluates, records, and reports patients' progress.
- 250 LICENSED PHYSICAL THERAPY ASSISTANT**--Assists the physical therapist in assembling the equipment, carrying out specified treatment programs, and helping with complex treatment procedures. Other duties may include the personal care, safety precautions, and related duties.
- 255 OCCUPATIONAL THERAPIST**--Plans occupational therapy programs for patient involving such activities as manual arts and crafts, practice in prevocational and vocational skills, and activities of daily living. Adapts program according to needs of the individual patient. Studies patients' reactions and prepares reports reflecting patients' progress.
- 260 SPEECH THERAPIST/LANGUAGE PATHOLOGIST**--Diagnoses, treats, and performs research related to speech and language disorders by evaluating causes and test results. Interprets findings to all concerned with the patient. Plans, directs, or conducts remedial program designed to improve or restore communicative efficiency. Determines need for referral to specialist. Certified by The American Speech and Hearing Association.
- 265 AUDIOLOGIST**--Diagnoses, treats, and performs research related to hearing disorders. Plans, directs, or conducts program to improve or restore patient's hearing level.

Respiratory

- 270 RESPIRATORY THERAPIST SUPERVISOR (RRT)**--Supervises staff of therapists, technicians, and aides in treatment of patients. Schedules and assigns work. Registered by National Board of Respiratory Therapy as a Registered Respiratory Therapist (RRT).
- 275 RESPIRATORY THERAPIST (RRT)**--Performs respiratory modalities. Sets up and operates various types of oxygen and other therapeutic gas and mist equipment.
- 280 RESPIRATORY THERAPIST (Certified)**--Performs respiratory modalities. Sets up and operates various types of oxygen and other therapeutic gas and mist equipment.

Behavioral Health/Social Services

- 285 DIRECTOR OF BEHAVIORAL HEALTH**--Responsible for implementation of psychological services. Monitors the study, diagnosis and treatment of patients with emotional, behavioral, or mental disorders.
- 290 MEDICAL SOCIAL WORKER (MSW)**--Provides intensive counseling services and direction for complex social and emotional problems of patients and their families. Identifies and understands the emotional factors underlying a patient's illness.
- 295 MEDICAL SOCIAL WORKER (BSW)**--Provides direction for routine aspects of non-medical problems of patients and their families. Major focus is related to planning and post discharge of patients with outside agencies, nursing staff, and relatives.

Radiological + Laboratory

- 300 NUCLEAR MEDICAL TECHNOLOGIST (ARRT)**--Operates such radioscopic equipment as scintillation detectors and scanners to produce scanograms and measure concentrations of radioisotopes in specific body areas and body products for use by physician in diagnosing patient illness. Prepares radioactive isotopes for administration to patient. Performs laboratory tests as may be required.
- 305 RADIATION THERAPY TECHNOLOGIST (AART)**--Applies ionizing radiation to the patient for treatment purposes as prescribed by the physician. Assists in tumor localization and catheterization procedures. Maintains treatment records and operational reports.
- 310 RADIOLOGIC TECHNOLOGIST**--Operates X-ray equipment to make radiographs of various parts of the body and to provide X-ray therapy to patients. May prepare and administer barium salts or another chemical mixture to the patient to assure that organs show clearly in the X-ray picture.
- 315 MEDICAL DOSIMETRIST**--Responsible for designing a treatment plan and measuring and calculating radiation doses for the delivery of radiation treatment based on the physician's prescribed course of radiation therapy.
- 320 MEDICAL TECHNOLOGIST (ASCP)**--Performs a wide range of complex and specialized procedures in all general areas of the laboratory. Performs chemical, microscopic, and bacteriological tests to obtain data for use in diagnosis, treatment, and evaluation of disease.

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325 MEDICAL LABORATORY TECHNICIAN (MLT)--Performs routine bacteriological, biological, and chemical tests to obtain data for use in diagnosis, treatment, and evaluation of disease.

330 PHLEBOTOMIST--Responsible for obtaining patient blood specimens and sending specimens to laboratory. May perform glucose tolerance or clotting time tests. Maintains records concerning laboratory tests according to standard procedures.

Medical + Electronic Records

335 MEDICAL RECORDS ADMINISTRATOR--Directs develops, and administers health information system to ensure compliance with standards of accrediting and regulatory agencies. Develops and implements policies and procedures for documenting, storing, and retrieving medical, legal, and insurance information. Supervises coding and indexing of diagnoses, operations, and special therapies. Must be registered by American Health Information Management Assn. (AHIMA).

340 MEDICAL RECORDS TECHNICIAN--Compiles, verifies, types, and files medical records. Enters appropriate medical information for patients such as diagnosis codes for operations and/or procedures for retrieval and study. Reviews medical records, files records, and compiles reports, disease indexes, and statistics. Must be registered by AHIMA.

345 ELECTRONIC MED. REC. (EMR) SYSTEM DIRECTOR--Responsible for leading the efficient installation and project management of the company's Electronic Medical Records. Coordinates all tasks, oversees the testing and installation of all systems required to provide input or output to/from the EMR, and enforces project management, budget and change control. Leads the electronic medical record systems for inpatient and outpatient settings. Defines strategy for information exchange with hospital and clinic systems, well as local, regional, and national Health Information Exchanges.

350 HEALTH INFORMATION (SCANNING) TECHNICIAN--Responsible for preparing paper and electronic documents for scanning into the electronic document management system. Scans documents into the electronic document management system. Manually indexes documents to the correct level as established by facility policy.

Food/Dining Services

355 FOOD SERVICES DIRECTOR --Plans, directs, and coordinates dietary services. Establishes and administers departmental policies, procedures, and budgets.

360 FOOD SERVICES SUPERVISOR--Supervises employees engaged in serving food and in maintaining cleanliness of food services areas and equipment. Responsible for supervision and scheduling of food services personnel.

365 DIETITIAN (Registered)--Coordinates the activities of personnel encompassing diet calculation and instruction for food service to patients. Plans menus. Inspects prepared food to ensure that individual portions are in conformance with dietetic standards and regulations.

370 DIABETES EDUCATOR--Provides diabetes management education to patients, including nutrition, medication, physical activity and glucose testing.

Pharmacy

375 DIRECTOR OF PHARMACY--Directs Department of Pharmacy in compounding, packaging, and dispensing drugs. Transacts and/or authorizes purchase of appropriate pharmaceutical items. Selects vendors and directs inspection of all items received. Directs pharmacy research efforts and furnishes consultative advice to medical and nursing staffs.

380 PHARMACIST--Provides professional pharmaceutical services in compounding and dispensing medications and other pharmaceutical supplies. Uses standard physical and chemical procedures in the filling of written prescriptions.

385 PHARMACY TECHNICIAN--Under direct supervision, fills routine orders for unit doses and prepackaged pharmaceuticals may compound and dispense medical prescriptions. Assists pharmacists as directed, including filling orders and preparing labels. Verifies stock for pharmacist inspections, maintains inventory records.

Technical

390 ELECTROENCEPHALOGRAPHIC TECHNICIAN (EEG)--Operates an electroencephalographic to measure electrical activity of the brain, peripheral nervous system, and spinal cord. Studies wave characteristics to detect evidence of brain disorders. Prepares reports indicating unusual wave results shown on tracings.

395 ELECTROCARDIOGRAPH TECHNICIAN (EKG)--Operates and maintains electrocardiograph machines, records electromotive variation in heart muscle action, and provides data for diagnosis and treatment of heart ailments by physician.

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- 400 VASCULAR TECHNOLOGIST**--Performs non-invasive vascular diagnostic procedures, maintains equipment, and assures appropriate documentation and continuous quality improvement.
- 405 CT SCAN TECHNOLOGIST**—Responsible for performing ultrasound examinations, abdominal scans, retroperitoneal scans, obstetric and gynecological scans, radiation therapy for treatment planning and minor surgical procedures. Prepares computerized tomographic scanner radiographs in accordance with established practices and procedures.
- 410 ULTRASOUND TECHNOLOGIST**--Performs diagnostic sonographic examinations utilizing ultrasonic equipment. Records anatomical, pathological, and functional data for use in medical diagnosis, therapy, and surgery. Maintains and calibrates equipment. Reports results to physician for evaluation.
- 415 MRI TECHNOLOGIST**--Operates a magnetic resonance scanner to obtain images for use by physicians in the diagnosis and treatment of pathologies. Operates console and peripheral hardware. Transfers images from disk to magnetic media to produce transparency. Develops film and inspects quality.
- 420 EMERGENCY MEDICAL TECHNICIAN**--Provides first aid and assistance in the transportation of critically ill and injured persons to a medical facility. This position is registered by the National Registry of Emergency Medical Technicians. An alternative title for this position may be Ambulance Attendant.
- 425 CARDIOVASCULAR TECHNOLOGIST**--Assist physicians with diagnostic cardiology tests and monitors cardiovascular data during procedures. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary-functions, lung capacity, and similar tests.
- 430 ECHOCARDIOGRAPH TECHNICIAN**--Performs echocardiograms in accordance with physicians orders and established practices and procedures. Consults with cardiologist to establish requirements non-standard examinations and determines technical factors to satisfy requirements. Provides preliminary diagnostic evaluation to cardiologist.
- 435 SURGICAL TECHNOLOGIST**--Responsible for a variety of technical duties, including preparing operating room, instruments, supplies and maintaining medical equipment for surgical procedures, Assists in caring for pre-operative patients. Prepares patient's skin, body and medical equipment for surgery in accordance with established hospital regulations. Transports patients, positions patients according to type of surgery. Identifies and cares for biological specimens.

Nursing

- 440 CHIEF NURSING EXECUTIVE**--Top level position in nursing services. Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel. Interprets hospital policy and regulations to nursing personnel and ensures personnel compliance. Analyzes and evaluates nursing and related services rendered to improve quality of patient care and better utilize staff time and abilities. May participate in the establishment of curricula for student nurses. Responsible for department budget.
- 445 NURSING SUPERVISOR (RN)**--Supervises and coordinates activities of personnel assigned to specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory patient care. Demonstrates clinical expertise which may not exceed Standards of Practice accorded by license as a Registered Nurse.
- 450 HEAD NURSE (RN)**--Directs nursing service activities, reviews and instructs nurses in an organized patient care unit. Assigns duties to professional and ancillary nursing personnel based on patients' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of patient care, staff relations, and efficiency of service.
- 455 STAFF NURSE (RN)**--Renders professional nursing care to patients within an assigned unit. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patient.
- 460 PRACTICAL NURSE (LPN)**--Performs assigned nursing procedures for comfort and well-being of patients such as, bathing and feeding, making beds, helping patients into and out of bed, and collecting specimens such as urine. Administers specified medication. May act as scrub nurse in operating room. Provides a wide variety of patient care activities as accorded by licensure.
- 465 CERTIFIED NURSE ANESTHETIST (CRNA)**--Assembles necessary supplies and equipment, and administers intravenous, spinal, and other anesthetics prior to surgical or other medical or dental procedures. Monitors patients' reactions and vital signs during and after anesthesia and takes remedial action when warranted. Submits postoperative report on patients' condition, and maintains records of anesthetics administered.

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- 470 CCU NURSE**--Responsible for the care and needs of assigned patients in the Coronary Care Unit. Monitors and reports all pertinent information directly to attending physician. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient. Implements and interprets policies, procedures, standards, and regulations to personnel, patients, medical staff, and the public.
- 475 EMERGENCY ROOM NURSE**--Provides nursing care for assigned emergency room patients. Assess, plans, evaluates, and documents the emergency room patient nursing process as needed.
- 480 ICU NURSE**--Responsible for the care and needs of assigned patients in the Intensive Care Unit. Monitors and reports all pertinent information directly to attending physician. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient. Implements and interprets policies, procedures, standards, and regulations to personnel, patients, medical staff, and the public.
- 485 INFECTION CONTROL NURSE**--Provides surveillance throughout the hospital for infection control purposes. Identifies, investigates, and records data concerning nosocomial infections. Responsible for maintaining a safe and sterile environment during the care of patients. Initiates control measures as directed by infection control committee.
- 490 MEDICAL SURGICAL NURSE**--Assists surgical team during operative procedures. Arranges and inventories sterile set-up for operation, and passes items as needed to the operating team. Assists in the preparation and moving of the patients, and in the cleanup of the operating room. May prepare operative specimens for analysis. Provides professional nursing care according to established procedures.
- 495 NEONATOLOGY/PERINATOLOGY ICU NURSE**--Renders professional nursing care to neonatal patients. Performs nursing techniques for the comfort of and well-being of the patient. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patients.
- 500 OB/GYN CLINICAL NURSE**--Renders professional nursing care to patients within the obstetrical and gynecological departments. Performs total patient care assigned in the labor room, delivery room, postpartum unit, and nurseries. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment, examination, and surgical procedures.
- 505 ONCOLOGY NURSE**--Assists physician or surgeon in the examination of patient. Responsible for the care of patient during the performance of biopsies, post operative monitoring, and outpatient record keeping.
- 510 OPERATING ROOM NURSE**--Provides circulating and/or scrub nurse services in the operating room during surgical procedures and assists surgical team as needed according to established procedures. Responsible for the care of operating room suite and equipment to ensure cleanliness, sterility and proper infection control. Responsible for providing a safe environment for patients and hospital staff. Formulates schedules and assures appropriate professional personnel during all surgical procedures, and post-anesthesia recovery. Responsible for the procurement of all supplies and materials necessary for the successful functioning of the operating room/recovery room.
- 515 PEDIATRIC NURSE**--Provides clinical expertise for pediatric patients. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient.
- 520 PSYCHIATRIC NURSE**--Responsible for the care and needs of patients in the psychiatric unit. Performs assigned total patient care as prescribed by attending physician. Administers medications and maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient.
- 525 RECOVERY ROOM NURSE**--Provides nursing care for patients in the recovery room. Assesses, plans, evaluates, and documents the recovery room nursing process as needed.
- 530 PHYSICIAN ASSISTANT (PA)**--Under the direction of a physician provides health care services to patients. Obtains patient history and performs preliminary physical exams. May take or order X-rays, electrocardiograms, laboratory tests, and other procedures. Administers injections, immunizations, suturing, and wound care. Maintains records and progress reports on patient's plan of care, treatments and procedures. Instructs patients on use of prescriptions.

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545 NURSE PRACTITIONER (NP)--Assumes total nursing care of specific patients under the direction of physician. Follows established nursing standards, procedures, and practices, and gives specific patient care directions to nursing and other staff.

565 CERTIFIED NURSE AIDE--Performs a variety of direct patient care activities. Assists physicians and nursing staff with diagnostic tests and procedures. Meets federal and/or state training and licensure requirements.

Corporate Hospital System Executives

901 CHIEF EXECUTIVE OFFICER--Responsible for achieving strategic objectives of the company. The CEO reports to the Board of Directors. Specific responsibilities may include, but are not restricted to, the establishment of long-range plans and goals, approval of capital projects, major investor relations, measurement of the performance of top executives, and nomination of new officers.

902 CHIEF OPERATING OFFICER--Directs the administration and coordination of activities in accordance with policies, goals and objectives established by the CEO and Board of Directors/Trustees. Assists the CEO in the development of policies and goals of organizational activities, including personnel, underwriting and financial performance.

903 TOP ADMINISTRATIVE/OPERATIONS EXECUTIVE--Responsible for administrative policies as well as execution of functions such as accounting, human resources, office services, operating budgets, purchasing and office planning. Participates in short and long-range planning to ensure efficiency in operations and compliance with established policies and objectives.

904 TOP FINANCIAL EXECUTIVE--Responsible for the development and implementation of overall financial plans and policies along with its accounting practices. Oversees budgeting, accounting, audit, tax accounting and other related activities.

905 TOP HUMAN RESOURCES EXECUTIVE--Responsible for managing the employment, labor relations, salary and wage administration, training and development, job placement, health and welfare benefits and employee services of the company.

906 TOP INFORMATION SYSTEMS EXECUTIVE--Responsible for directing and coordinating all planning, production, and development activities related to information systems. Works with CEO, CAO, or CFO on the design, programming, and installation of the company's hardware and software systems.

907 TOP SALES & MARKETING EXECUTIVE--Responsible for the development and execution of the sales and marketing objectives, policies and programs. Oversees the overall planning, direction and coordination of sales and marketing programs.

908 TOP LEGAL EXECUTIVE/GENERAL COUNSEL--Responsible for legal counsel, guidance and assistance on activities of the company in accordance with its interests and policies. Oversees the preparation of legal documents and contracts. Monitors legislative and regulatory developments that may affect the company. Supervises the work of outside counsel.

909 CHIEF MEDICAL OFFICER--Responsible for planning, directing, and coordinating all medical affairs issues. Advises CEO on medical and administrative policies regarding the medical practice. Responsible for coordination of medical education and physician recruitment.

910 TOP REIMBURSEMENT EXECUTIVE--Plans and directs the company's reimbursement programs. Responsibilities may include formulation and implementation of procedures for filing corporate reimbursement claims, for review and evaluation of all cost reporting, support of reimbursement claims, planning and direction of reimbursement system audits, development of cost reporting standards, and initiation of reimbursement appeals.

911 TOP QUALITY ASSURANCE EXECUTIVE--Responsible for the development, maintenance, and implementation of a total quality management program. Directs quality patient care standards, policies, and programs.

912 TOP CLINICAL OPERATIONS EXECUTIVE--Responsible for leadership and oversight of Clinical Services. Includes policy development, strategic planning, budgeting, regulatory oversight, management of nursing personnel, care management oversight, and staff development.

913 TOP PHARMACY EXECUTIVE--Responsible for the overall planning and direction of the pharmacy programs. Selects vendors, directs pharmacy research efforts and provides oversight.

914 TOP COMPLIANCE EXECUTIVE--Responsible for company's compliance with financial, legal, accounting, policy and reporting regulations. Plans and directs programs, policies, and practices to ensure that all company activities are in compliance with regulatory requirements.

931 TOP DIVISION EXECUTIVE--Responsible for directing the operation of regions or activities of a specific type of facility. Has responsibility for operations by region, by number of facilities, or by type of facility.

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- 932 TOP DIVISION HUMAN RESOURCES EXECUTIVE**--Responsible for managing the employment, labor relations, salary and wage administration, training and development, job placement, health and welfare benefits and employee services within a specific company division.
- 933 TOP DIVISION SALES & MARKETING EXECUTIVE**--Responsible for the development and execution of the sales and marketing objectives, policies and programs within a specific company division.
- 934 TOP DIVISION INFORMATION SYSTEMS EXECUTIVE**--Responsible for directing and coordinating all planning, production, and development activities related to the information systems within a specific company division.
- 935 TOP DIVISION CLINICAL OPERATIONS EXECUTIVE**--Responsible for leadership and oversight of Clinical Services within a specific company division. Includes policy development, strategic planning, budgeting, regulatory oversight, management of nursing personnel, care management oversight, and staff development.
- 955 REGIONAL CLINICAL OPERATIONS EXECUTIVE**--Responsible for leadership and oversight of Clinical Services in multiple facilities across multiple states. Includes policy development, strategic planning, budgeting, regulatory oversight, management of nursing personnel, care management oversight, and staff development.
- 956 REGIONAL NURSE**--Provides clinical expertise and support to Regional Directors and facility executives, including health care activities, training and development of staff and regulatory compliance issues.
- 957 REGIONAL PHARMACY EXECUTIVE**--Responsible for the pharmacy planning and direction of pharmacies in multiple facilities in across multiple states.

Physician Salary & Benefits Report Job Descriptions**Salary Positions****Support Jobs**

Note: Due to the standard nature of the physician titles, definitions for physician specialties are not reported.

- 71 OFFICE NURSE PRACTITIONER**--Serves as liaison between the clinical staff and the administrative operational staff. Plans and evaluates the clinical management of clients. Evaluates treatment plans, medications, and other necessary care. Provides clinical recommendations to nursing staff to address the medical needs of the clients. Can also provide comprehensive client care.
- 72 OFFICE PHYSICIAN ASSISTANT**--Performs physical examinations, diagnoses and treats illnesses, orders and interprets lab tests, performs procedures, assists in surgery, provides patient education and counseling, and makes rounds. Is a graduate of an accredited PA educational program who is nationally certified and state-licensed to practice medicine with the supervision of a physician.
- 73 MEDICAL ASSISTANT**--Performs a variety of routine administrative tasks and procedures such as measuring patients' vital signs, administering medications and injections, recording information in medical records-keeping systems, preparing and handling medical instruments and supplies, and collecting and preparing specimens of bodily fluids and tissues for laboratory testing under the direction supervision of a qualified physician or other health care professional.
- 74 PRACTICE MANAGER**--Leads and manages a medical group practice, including aspects such as finances and patient care. Responsible for personnel management, marketing, financial management, and facilities/equipment oversight.
- 75 BILLING MANAGER**--Assists in the day-to-day accounting functions of the facility in accordance with current acceptable accounting and/or cost reimbursement principles relating to health care field. Oversees and manages AR department. Participates in the development and implementation of operating policies and procedures and audits current procedures to monitor and improve efficiency of operations. Oversees the hiring, supervision, and training of billing personnel.
- 76 SCHEDULER**--Works with doctors, nurses and other staff to manage appointments for patients, including consultations and medical procedures. Coordinates meetings and appointments. Provides information about the hospital and its policies to patients and families.
- 77 INSURANCE VERIFIER**--Verifies medical insurance benefits, calls private insurance companies, Medicare, and Medicaid to obtain benefit information. Determines insurance compatibility with health-care provider programs. Updates and files claims, coordinate with patients regarding their insurance benefits and medical providers programs. Re-verifies existing patient insurance coverage to determine if an insurance benefit plan considers selected products appropriate based on patient need. May also obtain pre-certification or authorization for procedures, verify insurance for both admissions and pre-admissions, specified procedures and day surgeries, and alert the financial department about uninsured or underinsured patients.
- 78 CREDENTIALING REPRESENTATIVE**--Responsible for processing documents necessary to ensure correct credentialing and billing is submitted to insurance carriers. Negotiates single case agreements recognizing a provider or facility is in-network with facility and clinician providers according to department financial and customer service objectives. Prepares and maintains reports of credentialing activities.
- 79 MEDICAL BILLING CLERK**--Processes, verifies bills and coordinates billing matters including Medicare or Medicaid. Records payments and reconciles remittance advices. Follow-ups on claims denials, pending and aged claims. Performs various functions in the preparation of Medicare/Medicaid billing.
- 80 OFFICE ASSISTANT**--Responsible for general clerical and administrative support work. Duties include computer work, answering telephones, making copies, filing, and answering routine inquiries.
- 81 FILE CLERK**--Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records. May also assist in light office duties.
- 82 RECEPTIONIST**--Greets and directs visitors entering the facility. Operates console to take and relay incoming calls. May perform simple, routine, clerical and typing tasks.
- 83 OFFICE RN**--Performs general patient care. Maintains patient records, cleans and sterilizes equipment, administers injections and medications. May also perform light office duties such as filing, answering phones and preparing billing statements.
- 84 OFFICE LPN**--Gathers basic medical history and administers basic nursing care. Monitor patient health and discuss any findings with the RN or physician. May also perform light office duties such as filing, answering phones and preparing billing statements.