

Senior Department Administrator of Pediatrics

Do you envision finding a meaningful role with an inclusive and compassionate team? At Children's Mercy, we believe in making a difference in the lives of all children and shining a light of hope to the patients and families we serve. Our employees make the difference, which is why we have been recognized by U.S. News & World Report as a top pediatric hospital, for eleven consecutive years.

Children's Mercy is in the heart of Kansas City – a metro abounding in cultural experiences, vibrant communities and thriving businesses. This is where our patients and families live, work and play. This is a community that has embraced our hospital and we strive to say thanks by giving back. As a leader in children's health, we engage in meaningful programs and partnerships throughout the region so that we can improve the lives of children beyond the walls of our hospital.

This position provides administrative leadership to the members of the Department of Pediatrics. Serves as the administrative partner for the Medical Chairman & Senior Vice President Department of Pediatrics, in conjunction with Administrative Directors, in managing all financial and administrative functions of the department supporting clinical care, research, and education.

- Manages the development and preparation of the operating and Capital budget for department, and directs budget infrastructure for academic and clinical divisions within the department
- In collaboration with Patient Financial Services, manage the revenue cycle for professional billing for the department, and applies national survey benchmarks to monitor the clinical productivity for all providers.
- Monitors financial performance and implements corrective action where needed.
- Provides accurate financial and reimbursement information to Department Chairs to support successful management of the department, ensuring the Chair is well apprised about budget availability and advise on prudent practices for us given department goals and objectives.
- Manages the faculty compensation program, including maintaining competitive salaries and developing and implementing the faculty incentive plan that drives behavior towards department and CMH goals.
- Works with department leadership to develop and implement strategic and operational plans to support research, clinical, community service, and educational missions of the department
- Ensures department and CMH goals are aligned and contribute to revenue enhancement, cost containment, maximizing clinical practice, and research productivity. Develops business plans and models that are the basis for department decision making.
- Participates and collaborates in the development, revision, approval, and implementation of standards that support the provision of services and clinical services as appropriate.
- Collaborates with associate chairs, vice chairs, section chiefs, directors, managers, and staff to develop, implement and monitor departmental goals and objectives.
- Oversees the department human resource activities including recruitment, employee relations, evaluation and development.
- Develops and implements new or amended policies and procedures as needed by business demands.
- Establishes adequate staffing patterns and continuously evaluates staff levels to assure quality, safe, cost-efficient services.
- Plans for non-clinical services to provide effective operations and for the continuous improvement of these services
- Promotes and ensures service excellence.

- Ensures quality service is being met through evaluation of effectiveness, timeless, efficiency, safety, patient centeredness and equity.
 - Represent the department in various meetings and committees to further department and CMH goals and objectives.
 - Acts as a liaison both intra and inter department through direct communication and interaction, as well as, delegation.
 - Builds strong physician/faculty relationships necessary to support and achieve organizational goals.
 - Establishes and maintains working relationships with organization peers, serves on committees, ensures department responds to CMH requests in a timely fashion.
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- Master's Degree and 7 or more years experience middle or upper management
 - Current professional license in clinical discipline if applicable Required Upon Hire

Application Instructions

Please click on the link below to apply for this position.

<https://jobs-childrensmercykc.icims.com/jobs/16249/sr-dept-admin%2c-pediatrics/job>