



ARC Physical Therapy+ Job Description

Position: Practice Administrator
Reports to: Chief Development Officer
Location: Overland Park, KS
FLSA Status: Exempt
Last Revision: July 12, 2018

Founded in 2003, ARC Physical Therapy+ started as a physical and occupational therapy company but has grown into the region's foremost wellness, injury prevention and rehabilitation company – a healthy workforce company. To learn more about our company visit www.arcpt.com.

ARC is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status or physical or mental disability. In compliance with the Immigration Reform and Control Act of 1986, we will hire only U.S. citizens and aliens lawfully authorized to work in the United States (if the position is or will be one which is subject to U.S. law).

Summary: Under the direction of the executive team and in accordance with established policies and procedures, the practice administrator is responsible for the oversight of practice operations. Responsibilities include recommending practice objectives to ensure financial profitability through strategic planning in order to meet the long term goals of the company.

Essential Duties and Responsibilities include the following:

- Supervision and point of contact (in conjunction with executive team and general partner) in the areas of accounts receivable, accounts payable, contracting, banking, medical records, payroll, audit, compliance and other business operations.
- Assists in establishing and implementing goals, objectives, policies, procedures and systems for the assigned administrative areas.
- Participates in the development and implementation of long range plans and budgets.
- Oversees the recruiting, interviewing, hiring and training of non-clinical staff.
- Oversees the training and performance management of all direct reports.
- Responsible for integration, maintenance, testing of all practice management and other practice related software applications.
- Oversees the coding, charge capture and charge entry process to assure that billing is current and accurate.
- Evaluates business conditions as they relate to practice operations and advises the executive team.
- Maintains a working relationship with external contacts such as managed care representatives and practice administrators.
- Participates in compliance processes involving corporate practices, local, state and federal laws.
- Responsible for monitoring, analyzing, assessing and communicating practice financial health.
- Oversees the preparation of management reports as directed by the executive team.
- Oversees the development and coordination of new office locations and their needs as required.
- Attends meetings and participates on committees as requested.
- Other duties as assigned.

Education and/or Experience:

- Bachelor's Degree in health or business administration is preferred. Appropriate experience may be substituted for educational requirements.
- 7+ years' experience in healthcare management.

Other Qualifications:

- Knowledge of health care environment sufficient to interact with other health care providers and administrators
- Skill in exercising a high degree of judgment, discretion and decision making necessary to achieve organizational objectives
- Must possess analytical skill sufficient to organize and prepare comprehensive reports
- Ability to organize and integrate organizational objectives in order to meet deadlines
- Demonstrated ability to effectively communicate in verbal and written forms
- Membership in MGMA with certification as CMPE or FACMPE preferred
- Not required but desired experience with Raintree practice management software



Working Conditions

The Practice Administrator will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Practice Administrator will also have to do some lifting of supplies and materials from time to time. The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis. The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering patient and insurance information which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

Physical Demands

- Ability to lift fourteen (14) pounds
- Ability to sit for extended periods
- Fine motor skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 14 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated.

We are an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

Note: This document describes the general nature and level of work required of people assigned to this job. It is not tended to be an all-encompassing list of responsibilities, duties, and skills. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel. The employee must adhere to all work rules, procedures, and policies established by the company, including, but not limited to, those contained in the employee handbook.

How to apply for this position?
Send your contact information and a resume to employment@arcpt.com