

EMERGENCY DEPARTMENT POLICIES

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Original Date of Issue: 6/84

Reviewed:	5/85	3/87	6/88	11/93	5/94	3/97	8/99	3/00
Revised:	6/91	8/98	4/03	4/06				

Patient Population

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

THIS POLICY WAS TERMINATED 4/06

SCOPE:

Administratively responsible for reviewing, evaluating, and approving departmental activities, proposals, policies and expenditures for specific areas in the Emergency Department. Responsible for managerial aspects including providing direction and support to ED Operations Coordinator, assuring that specific areas operate in an efficient and cost effective manner, enhancing quality of service provided to patients, and maximizing income to Mount Sinai Medical Center for service provided within guidelines, policies. Participates in projects as assigned by the Medical Director of the Emergency Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises day-to-day management of the Emergency Department.
2. Establishes policies and procedures for areas of responsibility and assists in development of policies for department. Assures that existing hospital and department policies and procedures are followed.
3. Is responsible for assisting in development of alternative models for delivery of Emergency Care services.
4. Establishes fiscal objectives and approves budgets. Monitors income and expenses and develops income enhancement and expense reduction programs.

5. Directs development and evaluation of administrative and support personnel.
Advises supervisors on labor relations and employee discipline issues. Approves

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all personnel changes and additions or deletions of positions for areas of responsibilities.

6. Evaluates, monitors and improves operational productivity of areas of responsibility as well as quality of service provided.
7. Approves and monitors departmental expenditures and utilization of personnel in order to assure that Mount Sinai Medical Center resources are used effectively.
8. Advises and assists Chairman and Director in matters related to services provided by physicians. Coordinates these services with medical, administrative, nursing and ancillary service functions.
9. Investigates and responds to patients complaints and injuries.
10. Directs completion of special studies and proposals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must have verbal, quantitative and analytical skills and in-depth and up-to-date knowledge of management, finance and basis accounting, budgeting principles, planning, health care reimbursement and financial control. This knowledge may be acquired though completion of Master's Degree.
2. Position requires strong communication and analytical skills as well as interpersonal skills in order to provide leadership, problem solving, judgment and negotiating assistance to subordinates. This is normally acquired through two to three years of progressively more responsible experience in Administration.

REPORTING RELATIONSHIP:

1. Reports to the Medical Director of the Emergency Department.