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# Example of Clinic Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinic administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clinic administrator

* Direct management of 6-8 support staff
* The daily operations of a multi-specialty outpatient practice which includes Nephrology, Interventional Pulmonology, Thoracic Surgery and Lipids Clinic
* This position is responsible for all regulatory and compliance education of the outpatient practice optimization of the clinic workflow
* The position will also have oversight of the administrative (back end) office supporting the Nephrology Division to include physician support, patient scheduling, referral capture
* This team is made up of administrative assistants and coordinators
* Oversee the daily operations of the support staff in the clinic, including access, scheduling, patient flow, telephones, information systems, medical records and patient care to ensure maximum service to patients
* Develop and maintain an effective organizational structure to facilitate clinic goals
* Analyze monthly operational reports and statistical data on patient levels and revenues
* Develop, monitor and adhere to multiple annual clinic operating budgets including projecting patient levels, revenue, technical and professional fees, equipment expenditures, staff and employee growth and space needs
* Analyze monthly statistical reports on clinic production and revenues

## Qualifications for clinic administrator

* RN license and/or dialysis experience preferred, but not required
* 2+ experience required in management (healthcare, business, or military) including solid people management including but not limited to teammate relations, hiring, termination, performance and professional development, and annual reviews
* Bachelor of Arts (BA)/Bachelor of Science (BS) degree (business and/or healthcare related) plus 5 years of management experience, -or
* 5 years’ experience in healthcare management, physician practice management and/or clinical operations
* Minimum of 3 years’ experience in healthcare management, physician practice management and/or clinical operations
* Five (5) years healthcare management experience required