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# Example of Clinic Administrator Job Description

Our company is looking to fill the role of clinic administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic administrator

* Maintains professional affiliations and enhances professional development to keep pace with the trends in health care administration.Works with the providers and clinic staff to identify patients at high risk
* Review operational problems/policies and recommends solutions and change to Medical Director
* Maintain professional affiliations and enhances professional development to keep pace with the trends in health care administration
* Provide education and direction to providers and staff on the organization’s direction, initiatives and philosophy
* Leads monthly all-staff meetings and actively participates in ongoing provider meetings
* Work closely with the Director of Operations and the Clinic Medical Director(s) to ensure that expectations of the patients and providers are met
* Lead monthly all-staff meetings and actively participates in ongoing provider meetings
* Promotes the provision of cost-effective, high-quality health care services to patients tracks and trends outreach and patient engagement efforts and develop new strategies as needed
* Director to minimize risk and meet external regulatory requirements
* Assists the Medical Director in the development and marketing of new services and referral sources, represents clinic at public and professional meetings and conferences, participates in clinic communication and public relations programs

## Qualifications for clinic administrator

* Texas RN License stronly preferred
* Bachelor’s Degree in Business, Healthcare Administrator or Nursing from an accredited educational institution preferred
* RN preferred (active licensure in TX)
* Bachelor’s Degree in Health Science Administration, Business Administration, or related field
* Bachelor’s degree in health-related field or business required plus minimum of 2 years’ experience in healthcare management, physician practice management and/or clinical operations
* 6 years equivalent work experience which includes management experience Demonstrated progression into increasingly responsible leadership/management roles Previous multi-specialty clinic management experience preferred