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# Example of Hospital Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of hospital administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for hospital administrator

* Provides support to hospital and ancillary providers to include assistance with issues, orientation to the network, and other services, as required
* Leads hospital and ancillary contract negotiations for assigned relationships
* Organizes, participates in and/or can be expected to lead network and company meetings, to include Joint Operating Committee Hospital meetings
* Expected to collaborate with physician network administrators and senior leadership to develop a strategic plan for assigned territory and execute on that plan
* Presents at monthly financial review to senior management
* Supervises Ancillary and Institutional Contracting Department
* Coordinates preparation of and adherence to capital and operational budgets
* Ensures proper allocation of human resources to ensure quality care is provided in a cost effective way
* Focuses efforts of departments on quality care and regulatory compliance plus internal standards and policies
* Works with the CNO and CMO plus other leaders to ensure clinical programs, new clinical services and clinical excellence objectives are achieved at the hospital

## Qualifications for hospital administrator

* Clinical License
* Significant knowledge of applicable federal and state laws and regulations related to health care (e.g., Knox-Keene Act, Federal HMO Act, Public Employees', TJC, NCQA, and all applicable Medicare and Medi-Cal regulations and NURSE PRACTICE ACT
* Maintain and communicate contracted facility emergency management programs and ability to act swiftly and confidently in an emergency
* This program covers Lewis Gale Hospital in Roanoke, VA & Memorial Hospital of Martinsville & Henry County
* Must be able to be credentialed at all of the hospitals supported by the program
* Must have an active RN license, and currently be working in Dialysis