



Example of Medical Administrator Job Description

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Our growing company is searching for experienced candidates for the position of medical administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical administrator

- Develops budgets, and ensures dollars are spent according to university guidelines
- Provides oversight of other staff with regard to their involvement with education programs
- Develops and directs applicant selection and interview processes
- Coordinates the review of applications and the selection of candidates to be interviewed
- Acts as information clearinghouse for applicants, and advises Faculty and staff partners in matters
- In conjunction with the Vice Chair of Education, designs and develops processes to assure compliance with ACGME program policies, compliance with Review Commissions and the JHU guidelines
- Represents the program in administrative matters, including issues pertaining to space, facilities, technology, student information system, classroom support
- Prepares and/or oversees preparation of extensive files/statistics for accreditation purposes
- Develops and manages education program operational budgets
- Oversees all special programs

Qualifications for medical administrator

- Accounting and/or financial aptitude and proven experience is necessary

- Minimum seven years of management experience, preferably in a healthcare setting
- Proficient computer software and database skills
- Experience working in a medical setting NECESSARY
- Experience with IDX and Epic