



# Example of Senior Physician Job Description

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Our company is searching for experienced candidates for the position of senior physician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior physician

- Assists in the preparation of departmental reports, interpretation and variance reporting
- Ensures that all processing and reporting deadlines are consistently achieved
- Assists in training of new/existing financial staff as needed
- Displays consistent behavior that enhances the public image of the organization as evidenced by professionalism in interactions with peers, subordinates, customers (hospital administration, practice, division and other)
- Maintains strictest confidentiality in the areas appropriate
- Serves as a professional resource for Hospital, Physician Services, Legal and Development
- Maintains open and responsive communication between Physician Services Operations, Legal, Development, Accounting, Hospital administration team, appropriate Practice personnel and employed physicians
- Actively supports physician service engagements including gap analyses, opportunity assessments, and implementation projects, both individually part of a team
- Participates in and supports stakeholder interviews and on-site observations to discover and collect salient insights, findings, and themes
- Oversees member data requests, acquisition, validation, and analysis to surface salient insights, findings, and themes

## Qualifications for senior physician

- Bachelor's Degree in Business Administration, Accounting, Finance or other related field required
- Recent Emergency Department or Urgent Care experience (within the last two years) preferred
- Strong background in finance and budget management
- Must have strong spreadsheet
- Must be able to manage multiple concurrent activities, and balance priorities to meet changing requirements and commitments
- Must be comfortable working with staff at all levels of the organization