



## JOB INFORMATION

<i>Job Code:</i>	111091
<i>Job Title:</i>	Practice Plan Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Clinical Administration
<i>Job Family Group:</i>	Clinical Administration 1
<i>Management Level:</i>	4 Administrator

## JOB SUMMARY

Manages a private practice and its interface with the university. Directs administration and business operations of the practice. Plans, implements, and administers policies and procedures. Oversees accounting and financial operations, budgeting, personnel and payroll administration, billing and facilities. Reports to department chair.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience managing the administration and business operations of a private practice including accounting and financial operations, budgeting, personnel and payroll administration, billing, and facilities.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and recommends private practice operating and administrative policies and procedures. Manages the dissemination, interpretation, and application of departmental policies and procedures and recommends approval of exceptions.				
Develops and oversees implementation and administration of internal financial policies and procedures. Interprets applicable laws, rules and regulations, as well as university financial policies and procedures. Interprets financial policies and procedures				
Monitors status of private practice programs and projects, as assigned by chair, from development and implementation through completion. Apprises chair of progress toward and attainment of goals.				
Oversees business functions of a private practice through business management staff, including daily transactions and financial reporting.				
Plans and develops short and long-term budgets. Provides projections and forecasts and analyzes financial impacts. Analyzes actual versus budget performance to determine variances. Recommends corrective action.				
Recruits, screens, hires, trains and directly supervises subordinate staff, student workers, volunteers, and interns. Schedules and assigns work. Assesses performance and provides feedback, counseling or discipline, as needed. Terminates employees as necessary.				
Administers personnel and payroll functions for a private practice. Coordinates affirmative action, employment, compensation, benefits and employee relations with appropriate Personnel Services staff.				
Manages special projects assigned by the chair. Determines approach, develops plans and enlists cooperation from others. Documents activities and prepares final reports or recommendations as appropriate.				
Coordinates integrated department planning processes, including architectural, budget, contingency, disaster, growth, policy, program/project, safety, space, staff and/or strategic planning.				
Oversees billing service for private practice through billing supervisor and/or contracted service. Ensures compliance with requirements of Medicare, MediCal, managed care contracts, insurance companies, referring physicians and/or clients. Coordinates billing policies and procedures between private practice, agencies, and clients.				
Reviews contracts and other legal documents and coordinates execution of same. Liaises with University Counsel concerning all legal matters affecting a private practice. Represents chair at university and community functions, as assigned or appropriate.				
Develops and maintains effective communications program within private practice. Ensures timely reciprocal exchange of information between private practice staff.				
Develops and presents reports, proposals, publications, speeches, presentations, etc., as needed or as assigned by chair.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents chair at university and community functions, as assigned or appropriate.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.