

**Company Name:**\_\_\_\_\_

<b>Job Title:</b>	<b>Admissions Director - Hospital</b>
<b>Position Type :</b>	[i.e.: full-time, part-time, contract, other]
<b>Job Description:</b>	
<p><b>Job Purpose:</b></p> <p>Admits patients by directing the admissions process; developing, implementing and maintaining revenue generating strategies; determining and implementing admission best practices; promoting the hospital; maintaining a satisfied patient base.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"><li>• Accomplishes admissions human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies.</li><li>• Develops admissions organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction; establishing functional admissions objectives in line with organizational objectives.</li><li>• Establishes admissions operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and patient-service strategies; designing systems; accumulating resources; resolving problems; implementing change.</li><li>• Develops admissions financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.</li><li>• Maximizes revenues by identifying short term and long range patient pay and third party reimbursement issues that must be addressed; providing information and commentary pertinent to administrative deliberations; recommending options and courses of actions to Hospital Board; implementing directives.</li><li>• Enhances patient care delivery system by fostering admissions function interface with the nursing and professional staff, the emergency room, maternity, outpatient clinic registration, outpatient surgery, and other special care units; developing and implementing bed reservations, financial, reimbursement, and other supporting systems.</li><li>• Identifies current and future patient admissions requirements by establishing personal rapport with potential and actual patients and others in a position to understand service requirements.</li><li>• Serves and protects the hospital community by ensuring adherence to professional standards, hospital policies and procedures, federal, state, and local requirements, and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.</li><li>• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; maintaining personal rapport with potential and actual patients and other persons in a position to understand current and future service requirements; benchmarking state of the art practices; participating in professional societies.</li></ul>	

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- Accomplishes the hospital's goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills/Qualifications:**

Healthcare Administration, Patient Services, FDA Health Regulations, Creating a Safe, Effective Environment, Health Promotion and Maintenance, Strategic Planning, Process Improvement, Decision Making, Developing Budgets, Dependability, Quality Management

**Interested Candidates Should Submit a Completed Resume and Cover Letter to:**

Contact Name:\_\_\_\_\_

Email Address:\_\_\_\_\_

Company Address:\_\_\_\_\_

**[NOTE:** To post your job on [www.hospitaljobs.com](http://www.hospitaljobs.com), copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]