



Job Title: Chief Executive Officer

Chief Executive Officer Position

North Pittsburgh Oral Surgery Associates

Premier Oral and Maxillofacial Surgical group in the Greater Pittsburgh, PA area

Job Summary:

The CEO will play a critical role for the rapidly growing North Pittsburgh Oral Surgery practice and will be responsible for managing all aspects of four practice locations including overseeing the day-to-day overall operations, clinical training/onboarding, leadership and education training for managers and staff, Profit and Loss statements, financial reporting and expanding the footprint of the business while providing strategic leadership to the directors, supervisors, office managers and support staff.

The CEO will report to the governing board (doctors) and be responsible for providing strategic leadership to the directors, supervisors, office managers and support staff. CEO will facilitate and establish long-range goals, strategies, plans and policies. This role will drive and execute strategy, alignment, and planning for key operational initiatives to enhance best-in-class patient experience and service. The CEO will be integral in connecting with our large network of referrals and growing our referral base and foot print in the Greater Pittsburgh area.

Essential Job Responsibilities:

All shall be performed in accordance with OSHA, DEA, HIPAA, and NPOS guidelines and expectations.

- Evaluate and advise on the impact of long-range strategic planning, growth, and development of new practice locations.
- Overseeing the day-to-day operations of the practice, meet profitability goals, improve provider and patient satisfaction, and contribute to market growth and development.
- Identifying daily operational problems and providing solutions.
- Provide leadership training for management, clinical and non-clinical staff.
- Direct and oversee development/implementation of check lists, on-boarding, office policies and protocols.
- Oversee management of inventory of medications and supplies to ensure adequate supplies are on hand and cost containment is emphasized.
- Oversee managers and their staff including the billing office, patient care coordinators and clinical staff, troubleshoot HR issues, and ensuring efficiency and productivity.

- Market the practice to referring doctors and the community, seeking opportunities for practice development and growth.
- Recruitment, development, and performance evaluations of all employees.
- Conduct staff meetings at regular intervals for informative and educational purposes.
- Participate in professional and community organizations to promote better public relations of the practice.
- Establish and maintain appropriate internal organizational lines of communication, authority, and accountability.
- Maintain a high level of personal service to physicians and their patients.
- Promote a positive and productive work environment for all members of the practice.
- Ensure compliance with federal and state regulations by implementing and monitoring personnel policies and procedures to protect employees and the practice.
- Other duties and responsibilities as assigned.

Qualifications:

- Master's in health administration or business administration or a related field, minimum BS in health administration or business.
- Professional development courses in health care management.
- A background in a healthcare related industry, marketing and/or managed care contracting will be desirable.
- A solid working knowledge of medical/dental insurance
- Excellent communication and organizational skills
- An enthusiastic personality and professional demeanor

Performance Requirements:

Knowledge:

- Knowledge of the principles and practices of health planning and management sufficient to manage, direct and coordinate the operation of a major health care organization.
- Knowledge of the purposes, organization and policies of the community's health systems sufficient to interact with other health care providers.
- Knowledge of the policies and procedures of an oral surgical office sufficient to direct its operations and to provide effective patient care.
- Knowledge of the principles and practices of employee development sufficient to ensure organizational productivity.
- Knowledge of computer programs and applications.

Skills:

- Skill in exercising a high degree of initiative, judgment, discretion and decision-making to achieve organizational objectives.
- Skill in analyzing situations accurately and taking effective action.
- Skill in establishing and maintaining effective working relationships with employees, policy-making bodies, third party payers, patients and the public.

- Skill in organizing work, making assignments and achieving goals and objectives.
- Skill in exercising judgment and discretion in developing, applying, interpreting and coordinating departmental policies and procedures.

Abilities:

- Ability to assume responsibility and exercise authority over assigned work functions.
- Ability to establish and maintain quality control standards.
- Ability to organize and integrate organizational priorities and deadlines.
- Ability to prepare comprehensive reports.

Work Environment: Normal office environment. Occasional evening or weekend work.

Mental/Physical Requirements: Requires sitting and standing associated with a normal office environment.

Pay Range: \$100,000-\$120,000 (salary commensurate with qualifications and experience).

Benefits:

- Full-time salaried position
- Health, vision and dental Benefits
- Profit Sharing/401K
- Incentive based bonuses

Position Content:

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

Application Instructions: For more information about this opportunity or to refer a qualified candidate, all expressions of interest (including a Resume/CV and a cover letter) must be submitted to **Drs. Samir Singh (President, NPOSA), Wayne Roccia (Immediate Past President, NPOSA) and Shawn Marsh (Immediate Past Vice President and acting Treasurer) and Scott Graham (consultant, OMS consulting Firm)**

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