



### **Surgery Center Operations Manager**

The Operations Manager will handle the day to day management of the Surgery Center office functions as well as Surgery Center's Quality Improvement Program and accreditation readiness. With detailed understanding of outcomes measurement, project management and day to day operations, collaborate with the Director of Nursing to develop and implement maintenance of advanced accreditation. Assist in administrating the bundled care episodes of care and data collection. Work with MSMOC Research team on additional quality strategies of patient's care plans. Reports to Administrator.

#### **Key Responsibilities:**

- Manage staff in day to day performance of jobs. Ensures project/department milestones are met
- Develop, implement, and revise the Center's Quality Improvement Program under the supervision of Administrator
- Oversee the Peer Review process for medical and clinical case management, incorporating the results into the Quality Improvement program
- Take a lead role in development and implementation and upkeep of all AAAHC-related compliance policies and procedures
- Assist administration in maintaining and revising the Strategic Plan for the specialty programs
- Assist in administration of bundled payment claims
- Performs data analysis and ad hoc reporting needs
- Provide general support to Administrator
- Other duties as assigned

#### **Requirements:**

- Bachelor's degree in business, finance or health care required, management experience preferred
- Excellent organizational skills
- Time management skills
- Research capabilities
- Effective written and oral communication skills
- Ability to effectively communicate with all employees, including physicians
- Working knowledge of analytic techniques and statistical analysis for data collection