

1. Human Resources

- A. Interview and train center's Administrator.
- B. Interview and train Director of Nursing (DON), Business Office Manager (BOM), and Materials Manager (MM).

2. Clinical Operations

A. Licensure/Design/Accreditation.

- Facilitate review of federal, state, and accreditation (TJC, AAAHC) requirements.
- Develop and establish all required programs: Quality, Safety, Risk Management, etc.
- Review and edit policy and procedures manual template for customization.
- Assist and review completion of applications for state licensing, Medicare, CLIA, Radiation Control registration, DEA, etc.
- Provide pharmacy formulary template for customization.
- Provide oversight and review of licensing binder.
- Facilitate preparation for Medicare/State surveys.

B. Medical Staff

- Coordinate the credentialing process.
- Provide framework for physician orientation to facility.
- Orient physician's office staff to scheduling process.
- Coordinate Medical Director selection, contract, etc.

C. Coordinate Ancillary Services in partnership with facility leadership.

- Transfer agreement
- Ambulance agreement
- Lab agreement
- Radiology agreement
- Pathology agreement
- Community blood bank, if necessary
- Anesthesia agreement
- Pharmacy consultant
- Medical Physicist contracting

D. Secure Purchased Services in partnership with facility leadership.

- Medical gas inspection and commissioning
- Hazardous waste
- Linen & laundry
- HVAC inspection and commissioning
- Electrical inspection and commissioning
- Boiler inspection and commissioning
- Generator inspection, commissioning
- ADA services
- Ground maintenance
- C-Arm applications training
- Imaging equipment and service agreement negotiations

E. Health Information Systems (HIS) and Information Technology (IT)

- Assist in securing an IT vendor
- Coordinate the hardware needs for the center

3. Business Operations

A. Supply and Materials Management

- Coordinate Equipment Procurement vendor selection.
- Review equipment budget.
- Review purchase orders.
- Prepare pay proceeds requests to equipment leasing company.
- Establish equipment maintenance and identification program for centers.
- Establish supply and drug lists for facility.
- Assist in the development of item master, inventory database, and preference cards.
- Coordinate the development par levels.
- Coordinate vendor applications.
- Develop materials management program for facility.

B. Business Office

- Coordinate ordering of business office supplies.
- Establish accounting and finance protocols.
- Assist in establishing electronic claims process.
- Coordinate applications for provider billing numbers with managed care.



Ready to reimagine your healthcare delivery?