

# CHEST MEDICINE ASSOCIATES

## THE OPPORTUNITY

Chest Medicine Associates is seeking an experienced Chief Administrative Officer for its Portland, ME location.

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## ABOUT CHEST MEDICINE ASSOCIATES

Chest Medicine Associates is a medical practice devoted to specialty care in Pulmonary, Critical Care and Sleep Medicine. Their fifteen physicians and staff are committed to providing high quality care, prompt medical attention, and a personalized approach to health care problems. Each physician in the practice is specially trained to diagnose, treat and prevent lung diseases and illnesses.

To learn more about Chest Medicine Associates visit [www.cmamaine.com](http://www.cmamaine.com)

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## THE POSITION SUMMARY

Reporting to the Physician President, the Chief Administrative Officer is responsible for assisting physician partners in strategic planning, practice governance, business development activities, policy development and implementation, oversight of all aspects of the clinical, marketing, financial, facility, information systems and human resource functions of the organization.

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## PRIMARY RESPONSIBILITIES

### ***Corporate:***

- Assists the Board of Directors, to define, establish and attain strategic and tactical organizational goals.
- Keeps Board Members informed of trends and issues regarding all practice related concerns, including budgetary and management issues, personnel, reimbursement and collection factors.
- Represents the organization to important outside constituencies including hospitals, payors, State Government, MMC-PHO and the Maine Medical Association. Where appropriate serves on boards or committees of outside groups.
- Represents the practice in negotiations with external agencies such as insurance companies, prepaid health care companies and suppliers.
- Develops marketing ideas and concepts.

***Financial:***

- Supervises development of annual budgets.
- Oversees budget and operating costs for all departments and reports same to Board of Directors.
- Oversees negotiations of third-party contracts by selecting those with terms most favorable to the organization and monitoring contract terms, in order to maximize reimbursement and allow independent medical decisions.
- Monitors cash flow and makes decisions regarding cash distribution by overseeing all accounts payable and daily/weekly/monthly receipts.
- Conducts ongoing analyses of specific financial concerns in department areas and assists Managers in assessing, evaluating and developing a plan for budget management.

***Organizational Development:***

- Defines needs, goals and objectives (both short and long term) by working with the Board and Managers. Works to implement, assess, evaluate, and initiate changes as necessary.
- Works with organizational development consultants to plan and facilitate periodic retreats with physicians. Retreats focus on strategic planning, review and discussion of issues and ensuring that physician communication and interpersonal relationships remain healthy and functional.
- Assists Board and designated physicians in the planning and recruitment of new physicians.

***Human Resource:***

- Ensures the smooth day to day operation of the practice by supervising the Management Team members on all personnel-related activities, including determining the need for new positions, recruiting and hiring qualified applicants, problem solving employee relations issues, conducting performance appraisals, and terminations. Also ensures corporate wage and salary structure is competitive with the market while meeting corporate needs.
- Provides a positive, professional working environment by serving as a role model to establish and monitor open channels of communication between all staff and with physicians.
- Is the champion of an organizational culture that values and supports staff and understands staff to be one of the organizations prime resources, which needs to be cared for and nurtured.

**Facility:**

- Monitors all aspects of building maintenance by supervising and directing the Facilities Manager. Oversees confidentiality, security, and physical safety of data on patients and staff through efforts of the Management Team.
- Represents practice to contractors and/or their subcontractors, architects and others to oversee completion and proper function of building, equipment and grounds. Ensures Corporation meets all OSHA, Medicare and other state and federal government regulations.

**Regulatory Compliance, Licensing and Certification:**

- Ensures organizational compliance, directly or through delegation and supervision of staff, with all applicable state and federal regulatory requirements including; HIPAA, Medicare Fraud and Abuse/Stark, state licensing, Medicare certification, OSHA and all other relevant and applicable regulations. Ensures compliance with all payer and hospital credentialing.
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**QUALIFICATIONS**

- Master's degree in business or related field.
- Ten years experience as a senior leader and financial executive in a health-care environment with a strong background in:
  - ~medical practice operations,
  - ~marketing,
  - ~medical and business information services/technology,
  - ~contracting,
  - ~physician compensation and reimbursement,
  - ~finance,
  - ~human resources, and
  - ~strategic planning.
- Experience as an Administrator of a Pulmonary Practice is highly desirable.
- Certification as a medical practice executive.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to analyze and interpret complex documents, including financial and legal documents.
- Ability to work with multiple complex issues simultaneously.
- Ability to apply logical thinking to a wide range of intellectual, analytical, and complex problems.
- Ability to recommend and implement long and short range goals for the organization, taking into consideration the mission of the organization and the local and national health care delivery marketplace.
- Ability to relate to people at all levels of the organization.

- Ability to effectively present complex information to Board of Directors, managers and staff.
- Ability to empower managers and staff to the highest level of quality and commitment to the organization.
- Ability and familiarity with changing and maintaining an organizational culture which is staff and patient focused. Must be able to model and lead others in a caring and fair manner.

## **COMPETENCIES**

- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Gathers and analyzes information skillfully.
- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Demonstrates group presentation skills.
- Initiative - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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## **COMPENSATION**

- \$120,000 - \$125,000 base salary plus short-term incentive opportunity (Target STI is 15%).
- An exceptional benefit package including health, dental, life, disability, profit sharing, paid time off benefits, and a pay-for-performance incentive program is provided.

**Interested candidates should submit their resume to:**

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