

Responsibilities of OR business managers

A summary of general responsibilities of OR business managers from an analysis of 13 job descriptions:

- Responsible for planning, organizing, facilitating, and monitoring the activities and functions of Surgical Services Business Operations. Coordinates surgical services operational and capital budgets. Manager of implant room services, personnel, surgical services purchasing policies and procedures, vendor relation, and facilities. Provides value analysis support, manages business and financial projects as assigned.
- Supervisory responsibility of department support staff. Accountable for the administrative process of surgical services/anesthesiology. Responsible for providing guidance and support to nursing, sterile processing, and anesthesiology. Provides leadership and participates in department-wide policy development, priority setting, and problem solving. Responsible for administrative and financial duties. Responsible for monthly department payments and direct operational account management of multiple cost centers. Coordinates and monitors operational and capital budgets. Accountable for strategic planning [and] coordinating, communicating, and evaluating of programs in collaboration with surgical leadership.
- Responsible for planning, organizing, facilitating, and monitoring the activities and functions of surgical services business operations. Coordinates and monitors surgical services operational and capital budgets. Manages surgical services billing and billing staff. Is direct report for the surgical services business manager and the supervisor, anesthesia technicians.
- Under the direction of the nurse manager of surgical services, performs all duties related to, but not limited to, directing of all tasks associated with the acquisition of materials and equipment related to the support of surgical services. Collaborates, integrates, and communicates to all team members providing optimal efficiency of daily operations. Maintains performance improvement activities within the department and participates in CQI [continuous quality improvement] activities. Develops and implements department capital and operational budgets, annually, for approval by the nurse manager and vice president of nursing services. Creates and maintains utilization statistics for department planning. Monitors and oversees all billing functions within the department to ensure corporate compliance.
- The product line analyst is directly responsible for coordinating all administrative aspects (management/operations) of service line. Duties include collaborative budget preparation/monitoring/vendor relations, and accounts payable/receivable. Administers “event” coordination including continuing education programs with host facilities/budget management. Serves as staff to senior leadership team (vice president, medical director, and other designees) to develop business plans, service line goals, identify new business opportunities, identify areas for market share growth, and support projects to improve quality.
- Management of billing functions, management of staff under perioperative business services; management of perioperative area finances; manages CDML; manages service line data integrity; manages perioperative area materials management

- Assumes 24-hour accountability, authority, and responsibility for the financial, equipment, information technology, scheduling, and materials management of the surgical services division. In addition, has 24-hour authority and responsibility for sterile processing functions and personnel. Leads in a goal-directed, shared governance manner, which is congruent with nursing service and hospital goals and philosophies.
- Surgical services supervisor/decision support has 3 primary areas of responsibility: oversight of the clerical staff for the surgical services division, management of demographic and financial data, and participation in the management of division inventory. She/he is responsible for timely and accurate billing, monitors for reimbursement, and followup as needed. The role is responsible for completing billing, audits, and assures adherence to hospital compliance policies and procedures.
- In collaboration with department directors/manager implements and maintains the financial and business goals and objectives which, in accord with the mission and objectives of the medical center, assure fiscally viable and optimal service delivery in the assigned areas. Provides leadership and support in assigned areas to ensure achievement of center's strategic and operational plans by effectively managing informatics, financial, and capital resources within the spirit of the mission and values. The director provides leadership for the information systems, all inventory, equipment repair, and supply acquisitions and provides data analysis of expense reports as well as coordinates proactive initiative to decrease cost per unit of service.
- In collaboration with patient care services (PCS) directors, the PCS business manager is responsible for assisting the chief nursing officer in the formation and monitoring of divisional and departmental budgets. Assists the division in the development and expansion of financial performance improvement initiatives and the implementation of recommended strategies. Manager is responsible for providing high-level financial analytical proficiency and system management skills.
- The primary purpose of this position is to function as the surgical services/GI finance manager. Essential functions include: budget, materials management, resources management, and leadership.
- Provides support to departments within surgical services for performance improvement; for purchasing decisions; by representing the department on appropriate committees; by facilitating budgetary and financial decision making; coordinates activities with purchasing and billing departments;

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