Sample Position Summaries: OR Business Manager

About one-third (34%) of surgical services departments have a business manager, according to the 2010 OR Manager Salary/Career Survey. The position is more common in teaching hospitals (52%) than in community hospitals (30%). The majority (58%) of departments with 10 or more ORs have an OR business manager. The complete survey results for OR business managers are in the November 2010 OR Manager.

The top 5 responsibilities for OR business managers, according to the survey are:

- Financial analysis/reporting
- Value analysis/product selection process
- Annual budget
- Billing/reimbursement
- Materials management.

Position summary examples
These are examples of position summaries for OR business managers submitted by volunteers.

Example 1
Title: OR Business Manager
Type of Organization: Community hospital with 12 ORs
Reports to: Director of Perioperative Services
This position has primary responsibility for establishing and maintaining effective systems support for surgical services. This position is responsible for performing retrospective and concurrent quality and financial performance improvement assessments/reviews. This includes designing procedures and methodologies for performance evaluation, revenue reporting, and supply/cost analysis and providing strategies for efficient delivery of high quality patient care. This position will develop, evaluate, and maintain creative, progressive, internal documentation and external reports to support the operational and strategic needs of the hospital. In addition, the incumbent will work collaboratively with co-workers and members of other departments to investigate and respond by telephone or in writing to a variety of quality/financial/revenue issues. Responsibilities include but are not limited to: Rigorous and systematic analysis of quality, revenue, and supply data; monitoring and analysis of clinical and non-clinical data; attend regularly scheduled meetings; design and implement data collection tools.

Example 2
Title: Manager Business-Surgical Services
Type of Organization: Nonprofit health system with 23 ORs and 8 endoscopy suites
Reports to: Director, Surgical Services
Provides administrative financial support to the directors of surgical services. Responsible for fiscal management, including financial reports, budgets, labor efficiency analysis, cost, revenue and reimbursement analysis, and contracts. Participates in projects related to the acquisition, utilization and distribution of equipment, work redesign, and re-engineering.

Example 3
Title: Business Operations Manager, Perioperative Services
Type of Organization: Academic medical center with 30 ORs
Reports to: Director of Perioperative Services
The Business Manager, Perioperative Services, is responsible to the Director of Perioperative Services for financial and data analysis in the areas of budget preparation, monitoring of resource utilization, and identification and prioritization of capital needs.

Example 4
Title: Perioperative Services Business Manager
Type of Organization: Academic medical center with 24 ORs and 4-OR outpatient surgery center
Reports to: Perioperative Director
Reporting to the Perioperative Director and working closely as a member of the management team, facilitates the integration, management, and data needs for all of Perioperative Services. Takes a leadership role, working with the physicians, supervisory, and non-supervisory staff to integrate the institutional perspective in local operating areas to achieve high levels of patient, physician, and employee satisfaction. Develops information tracking systems, preparing and displaying data concerning operations, improvement initiatives, and system changes. Monitors divisional and departmental charge masters, billing, budget and variance reports, providing recommendations for improvement, simplification, compliance, etc. Works with coders and financial resources to ensure accurate billing, rapid turn-around, and tracking of volumes, expenses, etc. Prepares financial analyses for new programs in Perioperative Services.

Example 5
Title: Clinical Business Manager, Surgical and Trauma Services
Type of Organization: 500-bed rural referral center with 14 ORs
Reports to: Executive Director, Surgical Services
Reports to the Executive Director, Surgical Services. Manages the business aspects of the Surgical and Trauma Services Division. Is instrumental in facilitating major systems changes and providing key data to support the Executive Director and Surgical and Trauma Services Team, focusing on cost management objectives. Is responsible for developing, recommending, and implementing strategies for cost management and revenue maximization. Serves as a key link between Surgical and Trauma Service staff, physicians, hospital administrators, and other departmental staff, such as finance and materials management. Supervises, assigns work to, and evaluates the activities of Surgical and Trauma Services personnel performing business-related functions.
Example 6
Title: Supervisor, Business, Surgical Services
Type of Organization: Community hospital with 11 ORs
Reports to: Director, Perioperative Services

Responsible and accountable for development and managing the business activities throughout the Perioperative Services Department, including equipment management, computerization, budgeting, and purchasing contracts. Development of reports and data tools that support strategic plan initiatives within the department. Assist in the direction and supervision of clinical and support staff in fluoroscopy, business office, and department application specialist positions. Perioperative services includes the operating room, SAC/PACU/ODSC, sterile processing department, and anesthesia services.

Example 7
Title: Manager, Operating Room Business
Type of Organization: Urban trauma center with 10 regular ORs, 2 cardiovascular ORs, and 1 trauma OR
Reports to: Director of Surgery

Responsible for overseeing the day-to-day business operations including budget, contracts, charge master, analysis for program development, reimbursement changes, and informatics support of the current electronic documentation program for the perioperative areas. Participates in preparing and evaluating current financial and inventory practices, charge audits, and statistical analysis of procedure costs and OR utilization.

Example 8
Title: Business Manager, Surgical Services
Type of Organization: Community hospital with 8 staffed ORs
Reports to: Director of Surgical Services

Works effectively with Surgical Services Leadership Team, Medical Director, Information Services, and Finance Department to manage and assist in the management of financial functions of the business operations within this Product Line. As a member of the Surgical Services Leadership team, assists with implementation of goals and objectives for Surgical Services Product Line.

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