

IU Classification Level Guide
Health Practice Administration Job Family

Positions in the Health Practice Administration job family provide non-medical administrative management and support to clinical science departments. To accurately classify a position, specific supporting examples of a position's primary duties and responsibilities in terms of scope, impact, and complexity should be provided.

Level	HP3	HP4	HP5	HP6
Level Overview	<ul style="list-style-type: none"> Senior level administrator of a mid-sized division/section of a clinical department ---OR--- Manages the billing operations for a mid-sized department ---OR--- Manages the clinical operations for a department. May report to the division/section chair and/or department administrator. Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. May train and direct work of junior staff. 	<ul style="list-style-type: none"> Senior level administrator of a mid-sized department or one or more large divisions/sections of a clinical department responsible for the finance and administration of the clinical, education and research missions ---OR--- Manages the billing operations for a large department with a total operating budget greater than \$25 million. Reports to the department chair or a senior level Department Administrator. Frequently contributes to management strategy. Establishes priorities; assigns functions; maintains quality control. Errors may have significant impact on operations and / or profits within the division/section or department. 	<ul style="list-style-type: none"> Senior level administrator of a large department, responsible for the finance and administration of the clinical, education and research mission, with mostly a strategic focus. Determine organizational design. Often makes final decisions on major in-sourcing / outsourcing. Analyzes the effectiveness of and establishes future direction for functional policies and programs. Aligns policies, products, and development efforts with strategies. Errors may have significant impact on operations and / or profits within the department. 	<ul style="list-style-type: none"> Responsible for managing the health practices clinical mission of an unusually large school with a health care teaching and research mission. Unusually heavy impact on financial and business results on a wide scale. Establishes broad plans and formulates policies for clinical areas of the school. Accountable for long term strategic and budgetary decisions. Errors have significant impact on future operations of the school.
Decision Making	<ul style="list-style-type: none"> Identifies problems and possible solutions and takes appropriate action to resolve. Nature of work requires significant independence. Receives guidance only on unusual, complex problems / issues. Typically involves periodic review of output by supervisor / manager. 	<ul style="list-style-type: none"> Has latitude to make operational/procedural decisions within broadly defined parameters. Decisions require a high level of judgment. Guidance from higher management limited to expected outcomes. 	<ul style="list-style-type: none"> Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. Has latitude in decision making. Decision making is based on the analysis of problems with little precedent. 	<ul style="list-style-type: none"> Decision latitude is wide, minimally constrained by university / campus policies.
Characteristic Duties	<ul style="list-style-type: none"> Coordinates and prioritizes resources including staff, space and equipment. May manage the front office and/or back office clinic staff. May be responsible for the financial administration of the practice plan including forecasting, developing 	<ul style="list-style-type: none"> Has responsibility for the financial administration of the department or division/section. Develops budgets and approves expenses. May supervises administrative staff. Conducts financial analysis to be used in the business decision making. 	<ul style="list-style-type: none"> Has ultimate responsibility for the financial administration of the department and manages a team of managers. Responsible for allocating budget dollars to divisions, sections or projects and then consolidates all budgets to department level. Develops department budget and 	<ul style="list-style-type: none"> Accountable for strategic planning for the growth and development of the clinical mission. Makes the decision to negotiate contracts for 3rd party payers.

IU Classification Level Guide
Health Practice Administration

Level	HP3	HP4	HP5	HP6
	<p>projections, providing recommendations and completing clinical practice tax returns.</p> <ul style="list-style-type: none"> • Manages and coordinates all aspects of third party reimbursements in areas related to medical coding, reimbursement analysis and regulatory compliance monitoring for a mid-size department. 	<ul style="list-style-type: none"> • Will manage highly complex clinical processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. • Provides total management and expert guidance to lower level staff. • Manages and coordinates all aspects of third party reimbursements in areas related to medical coding, reimbursement analysis and regulatory compliance monitoring for a large department. • Evaluates clinical service lines by gathering and analyzing financial and market data; uses data to make recommendations. • Conducts high level financial analysis to be used in the decision making of business ventures. 	<p>approves department expenses.</p> <ul style="list-style-type: none"> • Generally manages department administrative staff. • Develops and manages strategic and long range plans. • Negotiates contracts for 3rd party payers. • Uses financial and market data to create business plans and legal structures in business ventures. 	
<p>Minimum Education/ Experience (or equiv)</p>	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ Generally 2-5 years of experience in related field. 	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ Generally 5-8 years of experience in related field. <p style="text-align: center;">---OR---</p> <p>Masters plus 3 years related experience.</p>	<ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience may be considered. • Generally 8 plus years of experience in related field including managerial experience. <p style="text-align: center;">---OR---</p> <p>Masters plus five years related experience including managerial experience.</p>	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ Generally 8 plus years of experience in related field including managerial experience. <p style="text-align: center;">---OR---</p> <p>Masters plus 5 years related experience including managerial experience.</p>