



Hyperbaric Supervisor

JOB DESCRIPTION

Under the direction of the Program Director and Corporate Director of Operations, the Hyperbaric Supervisor oversees and supervises the hyperbaric technician in the administration of hyperbaric oxygen therapy to patients as prescribed by the Hyperbaric Physician/s. The Hyperbaric Supervisor assists in operating and maintaining the hyperbaric chamber(s) and associated systems and equipment. The Hyperbaric Supervisor oversees day-to-day Hyperbaric program operations and is responsible for: scheduling, budgeting, revenue and cost management, reimbursement, quality management, performance improvement, marketing and community education, and human resource management of the Hyperbaric unit. The Hyperbaric Supervisor assists in the delivery of patient care appropriate to the level of his/her medical training. The Hyperbaric Supervisor is responsible for maintaining collaborative and consultative client relationships, integrating programs within the hospital organization and creating effective working relationships within the company, both internal and external to the hospital organization. Ultimately, the Hyperbaric Supervisor is accountable for achieving program metrics, demonstrating the value proposition to the customer and contract retention.

DUTIES:

HANDS ON: 30%

Hyperbaric Operations:

Performing all aspects of hyperbaric operations in accordance with manufacturer recommendations, industry standards and safe practices. i.e., alignment of Oxygen system, cleaning and inspection of chambers, Pressurize/depressurize chambers, monitor patient and equipment status.

Adjusting machines as appropriate to treatment protocol and emergencies.

Operating valves, reading gauges, communicating with the patient, recognizing problems and making decisions and charting accordingly

Identification of appropriate indications for hyperbaric treatments.

Oversee the scheduling of patients, transportation, tests, etc. related to hyperbaric medicine

ADMINISTRATIVE/MARKETING: 70%

Operations Management:

Providing day-to-day management oversight for outpatient HBO clinic.

Utilizing Company's resources to develop and implement customized policies and procedures.

Continuously analyzing systems and processes; developing and implementing best practices and appropriate changes to improve outcomes in a timely manner.

Monitoring clinic flow to improve efficiencies and productivity.

Working with hospital and company personnel to ensure availability of adequate resources, supplies, equipment and services.

Developing communication methods to facilitate the flow of information and maximize effective communication throughout the program.

Financial Management / Reimbursement:

Assists Program Director with preparation of Annual Department budget.

Managing and/or coordinating all aspects of the revenue cycle including: inquiry conversion, scheduling, registration, treatment authorization, documentation, coding, charge entry, billing, collections and, denial processes for all Hyperbaric patients.

Implementing audit and reconciliation processes to ensure accuracy. Regularly reviews the Charge Description Master and Superbill to ensure appropriate reimbursement. Conducts chart audits to monitor and ensure documentation meets regulatory and billing requirements. Stays current with reimbursement changes, providing physician and staff updates and education as needed.

Reviewing and analyzing key financial reports, identifying key indicator trends and developing plans to ensure best practices are implemented to appropriately maximize clinic and overall program profitability and/or address variances.

Tracking and reporting all HBO and ancillary revenues generated by the hyperbaric program. Responsible for cost management through appropriate utilization and management of labor and supply utilization. Working with Region support team to complete a quarterly financial review and presenting results to hospital leadership.

Community Education / Marketing:

Developing, implementing and consistently executing a marketing and community education plan. Working collaboratively with the hospital to coordinate market specific activities.

Initiating contacts and developing key relationships with all appropriate healthcare referral sources as accomplished through routine correspondence campaign, direct mail, press kits and, consistent contact with referral sources through presentation of a minimum 4 patient progress reports and case studies monthly.

Facilitating and/or conducting individual and group educational presentations to the healthcare professional and general community.

Influencing Medical Director and panel physicians to function as HBO program advocates.

Documenting contacts and regularly monitoring physician referral patterns to identify and manage trends.

Human Resource Management / Leadership:

Recruiting, interviewing, hiring and managing Hyperbaric personnel in conjunction with the company/hospital's Human Resources Department.

Establishing performance expectations, providing regular feedback and consistently managing these expectations. Completing performance appraisals, promoting staff

development activities, utilizing performance improvement procedures as necessary, and adhering to the hospital/company policies and procedures.

Develop an effective Hyperbaric team, motivating and influencing staff to excel.

Quality Management / Performance Improvement:

Collaborating with Clinical Coordinator and Medical Director to develop, implement and manage a continuous Performance Improvement Program. Ensuring program is integrated into the client facility's Performance Improvement program.

Participating or assigning a Hyperbaric staff member to participate in hospital safety committees as appropriate. Ensuring timely and accurate documentation in the patient record and input of data into outcomes database.

Ensuring appropriate compliance with Hyperbaric Guidelines. Retrospectively reviewing monthly outcome report(s) and collaborating with clinic Triad regarding peer review and other improvement opportunities.

Monitoring patient, referring physician and customer satisfaction.

Ensuring regulatory compliance with JCAHO and other applicable accrediting and regulatory bodies.

Designating a Safety Director and monitoring program operations for patient safety.

Relationships:

Maintaining excellent relationship with hospital client and continuously seeking to understand needs, confirm goal alignment and demonstrate value proposition.

Identifying the hospital strategic goals and objectives and managing the program to achieve those goals. Integrating effectively and seamlessly at all levels within the client organization. Participating in hospital department/management meetings and actively participating in Hospital communication and social activities.

Building and developing effective working relationships with panel physicians, clinical and support staff. Encouraging all program staff to interact positively and in a spirit of good teamwork with members of other hospital departments. Meeting regularly with key hospital leaders regarding goal achievement. Regularly communicating to Region Management key aspects of program performance.

JOB REQUIREMENTS: Must have the following

EMT, DMT, MA, LVN, RN, PT, or RT with a current CHT (Certified Hyperbaric Technologist) certificate.

Must be a CHT for a minimum of one year or more

Safety Director experience at least one year

Ability to lift and transfer patients into Hyperbaric Chamber

Knowledgeable regarding various accrediting and regulatory agencies, such as NFPA, UHMS, and JCAHO

Supervisory experience a plus

Excellent organizational and communication skills required

Good computer skills

BCLS Certified