

## **CHAMBERSBURG ENDOSCOPY CENTER, LLC**

### **MANAGEMENT AND ADMINISTRATION OF OPERATION**

#### **I. Administrative Responsibilities**

- A. Administrative policies, procedures and controls shall be established, documented and implemented to assure the orderly and efficient management of the Center.
- B. A full time Center Director shall be appointed who has the authority and responsibility for the operation of the Center at all times. Qualifications, authority, responsibilities and duties shall be defined in a written statement adopted by the governing body. (Qualifications of the Center Director are included in the job description.)
- C. A Director of Nursing will be appointed. The Director of Nursing will be responsible and accountable for all nursing services at the center. (See Director of Nursing-Job Description)

#### **II. Authority, Responsibilities and Duties**

- A. The Center Director shall be responsible for the overall conduct and operation of the Center. These responsibilities include, but are not limited to: (See Center Director job description.)
  - 1. Enforcing policies delegated by the governing body.
  - 2. Employing qualified personnel.
  - 3. Long-range and short-range planning for the needs of the Center, as determined by the governing body.
  - 4. Taking all reasonable steps to comply with applicable laws and regulations.
  - 5. Protecting the assets of the organization.
  - 6. Implementing fiscal controls, including but not limited to:
    - a. Authorization and record procedures that are adequate to provide accounting controls over assets, liabilities, revenues and expenses.

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- b. Policies and procedures for controlling accounts receivable and accounts payable for handling cash and credit arrangements.
    - c. Rates and charges for services provided by the organization.
  7. Using methods of communicating and reporting designed to ensure the orderly flow of information within the organization.
  8. Controlling the purchase, maintenance, and distribution of the equipment, materials and facilities of the organization.
  9. Establishing lines of authority, accountability and supervision of personnel.
  10. Establishing controls relating to the custody of the official documents of the organization maintaining of confidentiality, security and physical safety data on patients and staff.
- B. Where appropriate, the Center Director shall delegate the above authority, responsibility and duty to other individuals.
- C. The Center Director shall establish a mechanism to periodically assess patient satisfaction with services and facilities provided. These findings are then reported to the governing body. When appropriate, corrective action is taken.

### III. Personnel

- A. Personnel policies are established and implemented to facilitate attainment of the mission, goals and objectives of the Center.
- B. Personnel policies:
1. Define and delineate functional responsibilities and authority.
  2. Require employment of personnel with qualifications commensurate with job responsibilities and authority, including appropriate licensure and certification.

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3. Describe incentives and rewards.
4. Require periodic review of employee compensation.
5. Specify responsibilities and privileges of employment.
6. The policies are made known to employees at the time of employment.
7. Comply with federal and state laws and regulations regarding the protection of the health of the employees and provide for appropriate occupational health services for employees.