

MEDICAL PRACTICES ACCOUNTABILITY CHART

VISIONARY (PHYSICIAN / OWNER)

Key Responsibilities:

Creative direction, growth strategies, service innovations, brand leadership

Accountable For:

Driving the overall vision of the practice and ensuring long-term success.

INTEGRATOR (PRACTICE MANAGER / OPERATIONS MANAGER)

Key Responsibilities:

Team coordination, daily operations management, aligning team efforts with goals

Functions: Operations

Accountable To: Visionary

Accountable For:

Executing the strategic vision and managing practice operations.

SALES COORDINATOR

Key Responsibilities:

Client attraction, promotional management, brand visibility enhancement

Functions: Sales

Accountable To: Integrator

Accountable For:

Developing marketing strategies and managing client engagement initiatives.

FRONT DESK COORDINATOR / RECEPTIONIST

Key Responsibilities:

Client relations, appointment scheduling, billing and payments management

Functions: Operations

Accountable To: Integrator

Accountable For:

Facilitating excellent client service and smooth administrative operations.

NURSE / PHYSICIAN ASSISTANT

Key Responsibilities:

Patient care assistance, medical consultations, patient education

Functions: Operations

Accountable To: Integrator

Accountable For:

Delivering high-quality patient care and managing clinical tasks.

BILLING AND CODING SPECIALIST

Key Responsibilities:

Financial oversight, claims processing, billing accuracy

Functions: Finance

Accountable To: Integrator

Accountable For:

Maintaining financial accuracy and compliance in billing practices.

FINANCE MANAGER

Key Responsibilities:

Budgeting, financial reporting, financial health oversight

Functions: Finance

Accountable To: Integrator

Accountable For:

Supporting the practice's financial stability and profitability.

MARKETING COORDINATOR

Key Responsibilities:

Marketing strategy development, event coordination, analytics and reporting

Functions: Marketing

Accountable To: Integrator

Accountable For:

Implementing marketing campaigns and evaluating their effectiveness.

Accountability In Practice

Jessica J Manson



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