

What is an Administration?

"Administration is a skilled process of planning, directing, organizing and managing human, technical, environmental and financial resources effectively and efficiently."

-The Interactive Guide to Physical Therapy Practice with Catalog of Tests and Measures.

What does a PT Administrator do?

1. Manages new hiring.
2. Evaluate the performance of Staff Members.
3. Makes wise decisions on firing Staff Members who are no longer beneficial to the organization.
4. Supervises the purchasing of new supplies and equipments.
5. Collaborate appropriately with other members of Rehab & Healthcare Team.

Where can a PT Administrator help you?

- 1. Workflow assistance:** A specialized partner can help implement proven practices to streamline your departmental practices and better interface with patients and other hospital staff.
- 2. Compliance support:** Physical therapy management and administration partners have the specialized knowledge needed to stay in line with industry regulations.
- 3. Program expansion:** Making important decisions regarding adopting new services in a profitable capacity can be easier with the right help.
- 4. Recruiting and development:** A specialized partner can also provide access to talent networks and best practices in training and staff development.

Administration and Management

Administration and Management are used interchangeably. The role of first level management is often considered as an administrative position.

Role of First-Line Management

Financial Responsibilities	HR Responsibilities	Operations Responsibilities	Information Responsibilities
1. Monitors and Report Revenue Expenses. E.g. Suppose the manager notices an increase in equipment maintenance costs. In that case, they might analyze the cause (such as aging equipment) and adjust the budget to accommodate repairs or replacements.	1. Hires or dismisses staff members. E.g. The manager might interview several candidates for a vacant physical therapist position and select the most qualified individual based on their experience, skills, and fit with the team. In the same way, if the manager finds a staff member not competent enough for the post they are hired on, they dismiss/fire them.	1. Analyze Productivity. E.g. The manager may establish performance metrics, such as patient volume per therapist or average treatment duration, to assess productivity levels. If there's a decline in productivity, the manager might conduct performance reviews, provide additional training, or adjust staffing levels accordingly to maintain efficiency without compromising quality of care.	1. Analyze data for Quality Assurance. E.g. The manager oversees quality assurance initiatives, such as patient satisfaction surveys and clinical audits, to identify areas for improvement.



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Role of First-Line Management (cont)

2. Requests for Funding.	2. Evaluate their performance. E.g. The manager meets regularly with each physical therapist to discuss their caseload, patient outcomes, and professional development goals. If necessary, you might offer constructive feedback or recommend additional training opportunities to help them improve their performance.	2. Implement risk management program. E.g. The manager identify and mitigate financial risks that could impact the clinic's sustainability or reputation. This might involve implementing internal controls to prevent billing errors or fraud, conducting audits to ensure compliance with financial policies, or maintaining appropriate insurance coverage.	2. Make internal reports.
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