

Management Rx for Medicine

Administrative Painpoint Assessment for Practice Administrators

Managing all the moving parts and navigating all the compliance hurdles of a medical practice is extremely demanding. Are you doing the job you really want to do?

Take a moment to rate your experience in these essential management categories on a scale of 1 to 5 ("1" = strongly agree, "5" = strongly disagree).

General Business Management	Rating
We have a clear statement of our mission as a practice for both the business management and clinical sides of our operation.	
We have well-defined goals for the year/quarter/month by which to judge our performance both from a business and a clinical perspective.	
We have a business plan in place that defines the action steps, resources and milestones necessary to attain our goals.	

Time and Workload Management	Rating
I always have enough time for what I need to do; I feel on top of my schedule.	
I routinely stick to and achieve the priorities I set out for the day/week/month/year.	
I am able to delegate responsibility to staff members and have confidence they will deliver.	

Staff Management	Rating
Job functions and roles in my organization are well-defined; everyone understands their job and does it well. We're all "on the same page."	
We have clear policies and procedures for handling employee complaints and other personnel issues that may arise.	
Practitioners and staff in my department/practice understand and are accountable to uphold the mission and values of the organization.	
We seldom have staff turnover.	

Administrative Oversight	Rating
I get regular status reports and/or have access to accurate information that provides me what I need to make sound management decisions.	
Management processes run smoothly; administrative difficulties never impact our patients' experience.	
I have the support I need to resolve management problems as they arise	

If you've scored 3 or higher on any of these statements, you're probably not getting the support you need to fulfill your complex responsibilities. It doesn't have to be this way! You can minimize your administrative headaches by learning and applying techniques to:

- address time and workload management challenges,
- clarify roles and accountabilities,
- improve communication,
- manage to a sustainable level of detail and delegate the rest,
- build transparency into practice management without jeopardizing confidentiality, and cultivate a sense of common purpose and commitment to mission in all team members.

Swistro Advisors offers consulting and coaching to doctors, nurses, other practitioners, and practice administrators to help you better manage the administrative load so that you can do what you're in business to do – care for patients.

Swistro Advisors
Management Effectiveness Consulting & Coaching

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