

Administrative Track

Scholarly Track Requirements:

All residents will participate in a one hour monthly meeting during Grand Rounds time for their specific track which may include applicable reading with discussion, didactics or evaluation of their progress.

Goal:

The goal of the administrative track is to develop a basic understanding of the administrative aspects of managing an Emergency Department. This will include; completing an administrative project, performing QA activities, evaluating adverse patient outcomes, interfacing with ancillary and hospital administration personnel, understanding clinical revenue generation and attending an administrative focused conference.

Requirements:

- 1) Focused Administrative Project (select one):
 - a) Develop and Implement a Clinical Pathway for the ED or equivalent administrative project. Examples: Congestive Heart Failure, Goal Directed Sepsis Protocol, Cardiac Arrest/ Hypothermia, Rapid Care paths / Triage Redesign
 - b) Participate in Development and Implementation of an Electronic ED Medical Record
 - c) Participate in the Planning Process of a new Emergency Department
 - d) Participate in the Development or Operation of a Revenue Center within the Department (Travel Medicine/Occupational Health)
 - e) Develop an Expertise in the Administrative Operation of an Observation Unit
 - f) Develop an Expertise in Emergency Department Revenue Generation
 - g) Develop Emergency Department administrative project agreed to by track preceptor and residency director.
- 2) Hospital/Emergency Department Administration:
 - a) Attend Hospital Committee Meeting (preferably Medical Executive Committee or equivalent) with ED Director at least 3/yr
 - b) Attend monthly departmental meeting at least 2/yr
- 3) Quality Assurance Activity (select one):
 - a) Oversight of resident QI at a site
 - b) Participate in preparation for and attend monthly staff M & M
 - i) Complete and Present M&M cases (2/year)
 - c) Perform departmental QI audits (at least 5)
 - d) Assist with departmental response to patient complaints
 - i) Address all complaints for either site for one month

4) Revenue Generation (select one):

- a) Participate in University billing/reimbursement audit
- b) Perform monthly random sample billing review with ED Director

5) Attend ACEP meeting or equivalent (select one):

- a) Attending at least 5 lectures on departmental administration
- b) Attending administrative related interest group or committee meeting
- c) Attend EM coding course