

Faculty: Mike Manka, MD

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