



Hawaii Health Systems Corporation—Maui Region

**Kula**  
HOSPITAL  
100 Keokea Highway  
Kula, HI 96790

**Maui Memorial**  
MEDICAL CENTER  
221 Mahalani Street  
Wailuku, HI 96793

**Lanai**  
COMMUNITY  
HOSPITAL  
P.O. Box 630650  
Lanai City, HI 96763

**EXEMPT VACANCY ANNOUNCEMENT**  
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE

**DATE POSTED:** 11/9/09  
**JOB TITLE:** ASSISTANT ADMINISTRATOR/PHYSICIAN PRACTICE DIRECTOR)  
**RECRUITMENT NO.:** MMMC 0200E  
**SALARY:** NEGOTIABLE  
**JOB LOCATION:** MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI

**FUNCTION AND LOCATION:** The Assistant Administrator/Physician Practice Director is responsible for the administrative functions of the region's contracted and employed physician practices including operations, procurement, corporate compliance, marketing, finance, physician compensation and reimbursement, human resources, medical and business information systems and planning and development. The Assistant Administrator/Physician Practice Director shall also oversee personnel with direct responsibilities for the specific functional areas of contracted and employed physician services and other functions as assigned by the Regional Chief Medical Officer. Position is subject to travel to and from facilities within the region.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** Master's Degree in Public Health and/or Hospital Administration and/or Bachelor's Degree in Business Administration, or its equivalent.

**Experience:** A minimum of five (5) years of progressively responsible administrative work is required. Experience in physician practice contractual management, outpatient physician practices or its equivalent.

**Certification:** Must obtain Certified Administrator in Physician Practice Management certification within three (3) years of employment.

**OBTAIN APPLICATIONS AT:** Maui Memorial Medical Center  
Human Resources Office  
285 Mahalani Street, #22  
Wailuku, HI 96793  
Phone # (808) 242-2251  
E-mail: [mmmcjobs@hhsc.org](mailto:mmmcjobs@hhsc.org)  
Website: [www.mmmc.hhsc.org](http://www.mmmc.hhsc.org)

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.

*An Equal Opportunity Employer*