

Administrator Requirements



The administrator of a certified Outpatient Physical Therapy and /or Outpatient Speech Pathology Services provider must meet the following requirements:

The administrator must meet the requirements of 42 Code of Federal Regulations (CFR) 485.705 Personnel qualifications.

(c)(1) An **Administrator** a person who has a bachelor's degree and:

- (i) Has experience or specialized training in the administration of health institutions or agencies; or
- (ii) Is qualified and has experience in one of the professional health disciplines.

When the administrator is unable to carry out delegated duties, a similarly qualified alternate is to be **readily available** (on the premises) **at all times** to assume the administrator's responsibilities.

Under 42 CFR 485.709(b) Administrator

The governing body-

- 1) Appoints a qualified full-time administrator;
- 2) Delegates to the administrator the internal operation of the clinic or rehabilitation agency in accordance with written policies;
- 3) Defines clearly the administrator's responsibilities for procurement and direction of personnel; and
- 4) Designated a competent individual to act during the temporary absence of the administrator.

Interpretive Guidelines for 42 CFR 485.709(b)

A - General

Note: One qualified full-time administrator must assume the overall administrative responsibility for the entirety of the clinic's or rehabilitation agency's operation, including extension locations and any off-premises activities.

The administrator, as defined in 42 CFR 485.705(c)(1)(i)(ii), should be knowledgeable regarding the rehabilitation services required by the patients who are served by the agency. Furthermore, the administrator should be aware of the equipment and the modalities required by the organization to ensure adequate therapy programs are available. This knowledge will come from experience in the field of rehabilitation such as a qualified therapist or education that includes the rehabilitation of patients requiring rehabilitation services, healthcare administration, etc. A physician could serve as an administrator but the expectation remains that the physician has experience or education related to the rehabilitation of individuals. The administrator is responsible for ensuring that personnel records contain all appropriate documentation required by the agency.

The administrator who does not possess the required experience or specialized training in the administration of an outpatient physical therapy provider (rehabilitation agency, clinic, public health agency) may use training or experience acquired in the management or supervision of health institutions and agencies similar in scope to an outpatient physical therapy provider. College-level courses in health services administration and management of patients with rehabilitation needs or other courses in rehabilitation services, approved by the appropriate State authority, meet the necessary requirements for specialized training.

CMS describes qualified individuals in 42 CFR 485.705(c).

When the administrator is unable to carry out delegated duties, a similarly qualified alternate is to be readily available (on the premises) at all times to assume the administrator's responsibilities.

In policy it is permissible to list the temporary alternate by position instead of name. CMS realized that staff frequently changes positions and if names are used, this may require frequent policy updates. The alternate must be a qualified individual, as noted in 42 CFR 485.705, who is aware of the operation of both the primary site and any extension locations.

If an organization's extension location is applying to be a primary site, the current administrator cannot become the administrator of the new primary site unless he/she relinquishes his/her current position. Additionally, the current administrator cannot serve as an alternate administrator for the new primary site unless he/she will work solely at the newly approved site and the current primary site has hired a new administrator.

State Operations Manual, Chapter 2- The Certification Process, Providers of Outpatient Physical Therapy and/ or Outpatient Speech Pathology Services Specified in 42 CFR 485.701-485.729

2292B-Rehabilitation Agency, Clinic and Public Health Agency

Administrator: The administrator (42 CFR 485.709) is given internal control of the clinic or rehabilitation agency by the governing body. The administrator must assume overall administrative responsibility for the entire organizational operation, including extension locations and/or off premises activities.

Furthermore, the administrator must serve as a full time administrator, meaning he/she can only be responsible for a single Medicare certified organization. A competent individual must be available at each extension location to manage the day to day operations of that location on the days the administrator is not onsite. The competent individual is responsible for reporting to the administrator.

Note: The competent individual must also meet the requirements in as noted in 42 CFR 485.705.

