Administrative Fellowship Program

Columbia University
College of Physicians and Surgeons
Dean’s Office, P&S Administration
630 West 168th Street
Suite 2-430
New York, NY 10032
Phone 212-305-0022
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I. Objectives of the Administrative Fellowship Program

The Administrative Fellowship Program is a 12 month program designed for individuals seeking to prepare for a career in healthcare management and to assume leadership positions in the healthcare delivery system. The program is open to students who have successfully completed an accredited master's program in health administration, business administration or public health.

The purpose of the fellowship is to provide an introduction to the daily activities of the College of Physicians and Surgeons from the perspective of top management.

Whenever possible, the fellowship is tailored to the interests and professional needs of the student, taking into account previous experience and areas of interest. It is structured to provide experiential learning in an academic medical center environment within a clinical, basic science department or Institute/Center for a period of 12 months.

The objectives of the administrative fellowship include the following:

1. To observe and study the role, function and style of top management individuals;
2. To understand the goals and planning process of the organization and how they are determined, and to understand the priorities of the organization and how and why they were selected;
3. To analyze the decision-making process at different levels of the organization;
4. To understand the dynamics of relationships between various stakeholders;
5. To obtain an understanding of the operational effectiveness of the organization;
6. To enhance the student’s understanding of the health care industry, the organization’s strategy and distinctive competencies;
7. To provide an environment to enhance their understanding of, and the controlled application and testing of skills, theories, and concepts presented during the academic year;
8. To strengthen the student’s judgment, decisiveness and related administrative skills in a healthcare environment;
9. To provide a basis for developing a code of ethics, philosophy, and a dedication to high ideals and standards of healthcare management;
10. To provide an opportunity to evaluate the student in relation to his/her needs for professional development and potential for a career in healthcare management.

II. Structure of the Fellowship

1. Orientation
   The administrative fellow will begin with a comprehensive orientation to the organization focusing on the mission, vision and strategic goals for the school.

2. Projects
   A major component of the fellowship will be assigned projects. The student will be given detailed assignments designed to give practical experience at various administrative levels. These activities may include assisting in the preparation of the annual budget, the collection of data to analyze problems of high organizational priority, or participation in strategic planning efforts.
3. Rotations

The administrative fellow will have the opportunity to work with a number of divisions within a department or varying departments during the program period. Below is a sample:

<table>
<thead>
<tr>
<th>Month</th>
<th>Projects and Learning</th>
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<tbody>
<tr>
<td>July</td>
<td>Introduction to CUMC &amp; Department of ______, Training on appropriate systems (Finance, HR, etc.)</td>
</tr>
<tr>
<td>Oct - Nov</td>
<td>Revenue Cycle- Billing, Systems, EMR, Process from the call to charge capture to transmission of payment to appeal, fee schedules, office vs facility billing and attendant complications</td>
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<tr>
<td>Dec</td>
<td>Finance – 2nd quarter close</td>
</tr>
<tr>
<td>Jan</td>
<td>Compliance, documentation, MD and staff education</td>
</tr>
<tr>
<td></td>
<td>IT projects – population health and patient generated data</td>
</tr>
<tr>
<td>Feb-Mar</td>
<td>Finance – Upcoming year budget, reporting, accounting, projects</td>
</tr>
<tr>
<td>Apr - May</td>
<td>Human Resources- Position requests, Onboarding activities, Hiring Process, Employee Relations, Corrective Action, Labor Law</td>
</tr>
<tr>
<td>June</td>
<td>Strategic and Business Planning, Senior Leadership</td>
</tr>
<tr>
<td></td>
<td>Introduction, Potential Projects in Service Lines NYP</td>
</tr>
</tbody>
</table>

Weekly meetings with the Department Administrator. Independent projects will all be concurrent with above activities.

III. Financial Arrangements for the Administrative Fellow

The administrative fellow will be paid at the minimum rate of the Administrative officer grade 103 twice monthly, once on the 15th of each month and again on the last day of the month for the duration of the program.

The fellowship is expected to run for 12 months from July 1, 2016 through June 30, 2017. Arrangements for the yearlong schedule will be developed between the Dean’s Office within the College of Physicians & Surgeons and the participating Departments.

IV. How to apply for the Administrative Fellowship

Interested applicants are individuals who have successfully completed an accredited master’s program in health administration, business administration or public health. Preference will be given to students who are enrolled in one of Columbia’s graduate programs noted above.

Candidates should be motivated self-starters and must also possess strong analytic, organization and communication skills.
To apply, mail the following documents to:

Columbia University
College of Physicians & Surgeons
Administrative Fellowship Program
630 West 168th Street
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1. Completed Columbia University College of Physicians and Surgeons Administrative Fellowship application. This is to be completed on line at https://jobs.columbia.edu/applicants/Central?quickFind=147956
2. Current Resume
3. Written Statement of Interest outlining career objectives
4. Official Transcripts – To be sent directly to Program Coordinator
   (1) Undergraduate
   (2) Graduate
5. Letters of Recommendation – To be sent directly to Program Coordinator
   (1) Professional (one work related)
   (2) Academic (from a professor or your graduate school program)

Step 1 Must be completed by Friday March 18, 2016 and steps 2-5 must be received by mail and postmarked no later than Friday, March 18, 2016.

One Applicant will be selected by each participating department by Monday, March 28, 2016 and begin work on or around July 1, 2016.

For questions regarding application requirements, please contact Danielle Robbins at 212-305-0022 or by email at dr2602@columbia.edu.