

# ACHE Executive Healthcare Management Experience (HME) Decision Matrix

NAME		ORGANIZATION					POSITION		
POSITION	<b>PLANNING</b> Setting direction and determining what needs to be accomplished. It means setting priorities and determining performance targets.	<b>ORGANIZING</b> The overall design of the organization or the specific division, unit, or service for which the individual is responsible. It means designating reporting relationships and intentional patterns of interaction. Determining positions, teamwork assignments, and distribution of authority and responsibility are components of this function.	<b>STAFFING</b> Acquiring and retaining human resources. It also refers to developing and maintaining the workforce through various strategies and tactics.	<b>CONTROLLING</b> Monitoring staff activities and performance, and taking the appropriate actions for corrective action to increase performance.	<b>DIRECTING</b> This function refers to initiating action in the organization through effective leadership and motivation of, and communication with, subordinates.	<b>DECISION MAKING</b> This function refers to making effective decisions based on consideration of benefits and the drawbacks of alternatives.	<b>FINANCIAL MANAGEMENT</b> The efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organization.	TIME PERIOD	YEARS, MONTHS
Director of Operations	✓	✓	✓	✓	✓	✓	06/15-12/17	2 yrs, 5 mos	
Practice Manager	✓	✓	✓		✓	✓	09/14-6/15	0 yrs, 9 mos	

**TOTAL EXECUTIVE LEVEL HME (X YEARS, X MONTHS):**