

Medical Practice Manager Job Description

Our company is growing rapidly and is hiring for a medical practice manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical practice manager

- Monthly financial and operating budget variance reporting and explanation
- Share with/learn from other offices for best practice
- Service Excellence and service recovery
- Staff engagement
- Workflow process optimization - Lead practice continuous improvement of patient satisfaction of the office experience, patient access via scheduling template management, billing accuracy, labor expense and productivity, non-wage expense
- Staff management --- Hiring/Firing of office staff (including orientation/onboarding)
- Partner with Nurse Manager on clinical care and workflows
- Submission of PRCs
- Travel approval and Reimbursement
- Budget purchasing approval up to \$5,000

Qualifications for medical practice manager

- Direct manage Practice Supervisor or Clinical Coordinator or Site Supervisor
- Minimum 3 years nursing experience, with one year of leadership experience in a management/supervisor/team lead role
- College degree in business administration, commerce, management, medical technology, nursing or industrial engineering or more than five years of medical office management experience required
- Administers practice and organizational policies and procedures as directed in a consistent and timely manner
- Facilitates the professional development of staff
- Recommends facility improvements and routinely evaluates office space utilization

Job Description Manual For Medical Practices

Yan Bai



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