

Medical Office Manager / Practice Administrator

We are currently seeking experienced Practice Administrators to manage one or more offices in the Northern, Central and Southern NJ regions. These positions are responsible for managing the daily operations of the office, personnel management and ensuring policies and procedures are followed.

Multiple positions available; please indicate NJ region of interest when applying.

Responsibilities

- Managing daily operations of office(s). Identifies and resolves operational issues.
- Supervises assigned personnel. Reconciles employee's timesheets and maintain time keeping records.
- Interviews, coordinates with HR on hiring process and assists as needed in training / re-training medical practice staff.
- Prepares day end reports and daily reconciliation.
- Prepares monthly managements and inventory reports, as well as supply ordering (clinical and business).
- Facilities managements - confirm all non-medical and medical equipment is working properly and is clean. Initiate any needed maintenance or service requests.
- Maintain proper patient flow
- Monitor staff schedules, making necessary changes as needed. Manage employee timesheet, overtime, staff tardiness and call outs.
- Address patients billing issues with the billing department, if they are brought to the office's attention.
- Master all clinical responsibilities, including Mohs surgery, general, and cosmetic dermatology if applicable to assigned practice.
- Manages office with respect to patient care, accurate documentation, workflow, adequate staffing, patient/pharmacy call backs and messages, and day to day interactions between physicians and clinical team.
- Maintain and organize all trainings for CPR, OSHA, HIPAA and clinical updates as needed for staff.
- Has in depth understanding of skin care products sold within the practice.
- Performs other duties as assigned

Required Education, Skills, Experience and License / Certification:

- Three to five years of office experience (preferably in a medical practice), including billing and collections experience.
- Knowledge of clinical policies and procedures.
- Knowledge of medical terminology and insurance practices.
- CPT and ICD-9 coding
- Knowledge of Managed Care, Medicare, and Medicaid guidelines.
- Effective personnel management including training staff and delegating duties.
- Ability to work effectively as a team member with physicians and other staff.
- Excellent interpersonal and communication skills.
- Ability to plan, organize, prioritize and direct the work of others, as well as the flexibility to respond to changing demands.