

PRACTICE MANAGER POSITION IN SUMMERVILLE SC

OBGYN Medical Practice Administrator Position:

Position Summary:

OBGYN Practice in the Lowcountry (Charleston area) area is seeking a fulltime Practice Administrator. Our progressive practice is proud to provide a complete continuum of women's health care. Join a compassionate team-oriented environment with patient care that focuses on high quality care and superior patient experiences. Our Practice includes an integrated team of Board-certified OB/GYN Physicians, NPP Practitioners, and valued staff who work together to offer care to women in all stages of life. Our Practice includes multiple offices serving the Lowcountry.

The Practice Administrator is responsible for providing management of staff and daily operational and financial success by collaborating with physician leadership, providers, and staff in developing and maintaining the Practice efficiencies, goals, and values. Practice offers competitive salary and benefits.

Primary Job Responsibilities:

- **Maintain and impact culture that emphasizes team building, collaboration, accountability, and performance of personnel with a shared vision of success and patient satisfaction.**
- **Provides visible and approachable leadership to enhance working relationships among the staff and physicians. Mentors staff and provides opportunities for professional growth and development.**
- **Collaborate to continually improve Practice operations (i.e.- patient flow, patient access, efficiencies in staffing, efficiencies in scheduling, resource needs, information systems, and optimization of revenue and expenses).**
- **Identify trends or areas of improvement as it relates to personnel, productivity and overall operations**
- **Provides and maintains processes to support accounting functions, payroll. Prepares and reviews reports.**
- **Ensure success of through the monitoring of patient satisfaction surveys, patient comments, staff reviews, departmental meetings and working with applicable staff teams.**
- **Work independently and/or engage physician and staff in the development and implementation of new policies and procedures as needed.**
- **Ensure compliance with regulatory requirements.**
- **Maintains a positive culture of teamwork and accountability for staff.**

Competencies

- **Demonstrates management and leadership qualities and critical thinking through self-direction initiative and effective interpersonal skills and oral/written communication skills.**
- **Strong experience and knowledge of driving profitability, managing company organizational structure, strategy, and communicating with providers.**
- **Ability to multi-task effectively. Maintaining sensitivity, objectivity, and flexibility under pressure.**
- **Must be able to establish and maintain effective working relationships with patients, owners, co-workers, and employees.**
- **Proficient with QuickBooks, Microsoft Office. Billing, Claims, EMR experience required. Greenway experience preferred.**
- **Demonstrated knowledge of medical Practice management, EMR systems, general accounting**

principles, Practice operations, purchasing and receivables management, process improvement and working with physicians.

Minimum Expertise/Education:

- Six to Eight + years of medical Practice or healthcare administrative management experience.
- B.A. or B.S. in Business Administration, or Healthcare Management preferred.

Apply

- Send cover letter and CV/Resume to HRContactSC@gmail.comThis