

If you or anyone you know might be interested in a Practice Manager position, please email a resume to me at nfields@websterrogers.com or call me at 843 873-4400, ext. 5111. I am working with a physician (specialist) that is opening a new practice in the upstate (Spartanburg/ Greenville area). The practice will be hiring the Manager position in the next month. I will be glad to discuss your interest and pass along your resume to the physician for consideration.

The Manager is responsible for supervising, directing, and coordinating all administrative and clinical office activities with the staff and physicians.. This person oversees daily office operations, assigns work to employees, and assists the physicians with overall practice operations.

Must be able to maintain, communicate and work harmoniously with patients, visitors, and physicians with various and changing needs as a growing practice; must be capable of estimating and ensuring collections of patient responsibilities for services; ordering and controlling of clinic and office supplies, and communicate with pertinent persons in other agencies and facilities. Medical management experience is preferred, however the right fit and overall willingness to support a new practice is foremost.