



**Allergy Partners of the Upstate
Practice Manager Opportunity**

We are seeking an energetic and experienced medical practice leader to join our busy multi-site medical office in beautiful Greenville, South Carolina!

Company Description

Allergy Partners, PLLC is a multi-site, single-specialty medical practice in the United States. Allergy Partners is dedicated to treating immunological, asthma and allergic disease in all ages.

Why Work Here?

Excellent opportunity for an energetic individual to join our multi-site medical practice.

Allergy Partners, PLLC is a multi-site, single-specialty medical practice in the United States. Allergy Partners is dedicated to treating immunological, asthma and allergic disease in all ages.

Hours are generally 8a-5p, no nights or weekends, travel between four offices (Greenville/Anderson/Clemson) will be required.

POSITION: Practice Manager (medical)

RESPONSIBLE TO: Regional Operations Manager & Physician(s)

JOB SUMMARY: Manages, supervises, and coordinates all physician office operations while exemplifying Allergy Partners culture and values. Promotes a positive patient experience through professionalism and accountability. Performs routine financial management. Communicates with Physicians and Regional Operations Manager to ensure maintenance and growth of an efficient physician practice operation.

EDUCATIONAL REQUIREMENTS: Undergraduate degree in business administration, healthcare administration, or similar discipline preferred. Extensive multi-disciplinary healthcare leadership experience may be taken into consideration in lieu of degree.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of three years of work experience, with increased responsibility, in a medical office or related business office.
- Experience facilitating revenue cycle processes.
- Experience supervising medical office staff preferred.
- Knowledge of practice management/EHR applications, comfort using Microsoft Office and other web-based systems.
- Ability to problem solve and perform multiple/diverse tasks simultaneously.
- Solid understanding of scheduling efficiency and patient flow in a medical practice.
- Experience with fiscal management.
- Excellent communication skills with both patients and staff in a variety of circumstances.
- Engaging and encouraging a positive experience for our patients, their families, and our staff.
- A “can-do” attitude that shows initiative, teamwork, and willingness to adopt to change.
- Upholds a neat, professional environment.

Responsibilities include, but are not limited to the following:

Personnel

- Manages all staffing needs—screens all applicants, facilitates hiring of practice staff and conducts performance reviews.
- Coordinates staff merit increases, promotions, and disciplinary actions.
- Reviews personnel problems with physicians and Regional Operations Manager. Consults with Regional Operations Manager and Human Resources prior to termination of any employee.
- Completes and updates personnel files—ensures required forms are completed.
- Monitors and approves staff time and attendance records.
- Manage and approve all time off while maintaining appropriate staffing levels.
- Ensures all job functions are filled by trained personnel during periods of absences, filling in when needed.
- Maintains high morale and good relations with all stakeholders.
- Holds staff meetings at least monthly; prepares meeting minutes, and distributes them to staff, physician(s) and Regional Operations Manager. Regularly disseminates relevant information from Administration to necessary staff.

Business Operations

- Ensures office is opened and closed daily, according to protocol and maintains a leadership presence during operating hours.
- Ensures that staff validate insurance eligibility and prior authorization requirements in accordance with business lines, specialty services lines and Practice Manager checklist.
- Oversees and distributes work activities and staff schedules.
- Manages petty cash, daily-balance submissions, and deposits in accordance with company guidelines.
- Ensures consistent collection of payment at time of service.
- Reviews daily reports and ensures check-out staff accurately completed the daily close requirements.
- Actively participates in the marketing program as defined by Allergy Partners.
- Reviews accounts receivable reports regularly; brings aged claim balances and rejection patterns to the attention of departments and Regional Operations Manager.
- Effectively manages collection accounts. Speaks with patients who have large, outstanding balances and attempts to collect on the account or arrange a payment plans prior to referring to external collections.
- Reviews monthly internal financial and management reports with Regional Operations Managers and physicians with the goal of identifying trends or outliers and enacting appropriate operational changes.

Other

- Maintains facility and all office and clinical equipment in accordance with Allergy Partners Practice Manager Checklist. Effectively manages medical practice procurement for both clinical and general office supplies.
- Keeps all physician files up to date: hospital privileges, licensure, managed care plan credentials, malpractice insurance, and CME.
- Maintains patient confidentiality; complies with HIPAA and compliance guidelines established by Allergy Partners.
- Attends CPR/BLS, OSHA, HIPAA, OIG, and all other training programs as required.

- Attends annual Practice Management meeting and participates in monthly Practice Manager conference calls.
- Meets with Regional Operations Manager and physicians to discuss operational, financial, and clinical management issues.
- Collaborates with physicians and corporate departments to facilitate market growth expectations.
- Responsible for effective patient communications (i.e. closures, delays, protocol updates, hours of operation, etc.).
- Completes other duties as assigned.

Supervisory Responsibilities

This job has supervisory responsibilities which include the management of practice staff.

Typical Physical Demands

Position requires prolonged sitting, some bending, stooping, and stretching. Good eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, computer, and other office equipment is also required. Employee must have normal range of hearing and eyesight to record, prepare, and communicate appropriate reports.

Typical Working Condition

Normal office environment. Occasional evening or weekend work.

Address

48 Creekview Court | Greenville
Greenville, SC

Interested in this exciting opportunity?

Send email expressing interest along with a current resume to cbmatthews@allergypartners.com for consideration!