

## **Clinic Office Manager Job Posting**

### **Summary**

The Clinic Office Manager is a diverse role that is a key component of the success of our Good Samaritan Free Clinic, a free clinic for uninsured people through Polk County, Florida. Primary responsibilities include management of physical assets as well as human capital.

### **Experience**

Position requires a minimum of 3 – 5 years' experience in healthcare, preferably at supervisory level. Medical coding experience is required.

### **Education Requirements**

2 Years of College or equivalent work experience

### **Competencies/Skills Required**

- Effective communications skills
- High attention to detail and organization
- Ability to build and lead a cohesive, high performing team
- Medical Coding
- Ability to navigate and resolve issues
- Ability to multi-task
- Ability to stay cool under pressure

### **Essential Functions**

- Provide direct supervision of all office staff to include selection, training, and development
- Ensure sufficient staff coverage for clinic operations, approve leave requests, manage overtime and approve weekly timesheets
- Assist with direct patient care as necessary.
- Act as liaison with hospital and/or other facilities
- Provide administrative support to health personnel including dictation of letters as needed, assisting with schedule changes/updates
- Assist patients with inquiries and issues, working to provide a high level of customer service
- Ensure office is compliant with all applicable regulatory guidelines
- Coordinate Basic Life Support training and recertification activities for staff to include CPR, AED, etc.
- Monitor office expenses to stay within budgets
- Perform monthly inventory and order and/or stock supplies for all office areas
- Monitor all office areas to make sure they are clean, neat and organized, including straightening waiting rooms throughout the day
- Verify that all office opening and closing tasks have been performed each day
- Other administrative and/or clinical duties as needed

### **Physical Demands**

Lifting up to 20 pounds without assistance.

