

Doctors of Children, Lincoln PC Medical Practice Manager Job Description

Doctors of Children, Lincoln PC is looking for an outgoing, motivated leader who enjoys problem solving, has both clinical experience and administrative skills, and who will continually work for the excellence of the practice. The Medical Practice Manager will be responsible for the overall administration of the medical practice under the direction of the physicians. Doctors of Children, Lincoln PC is an active and growing practice that has been serving the needs of children and their families in Lincoln for over 20 years with two physicians two nurse practitioners, and one physician assistant.

People Management

- Commits to the mission, vision and beliefs of Doctors of Children and consistently demonstrates our core values.
- Use managerial best practices to lead the work of all employees, including front desk operations, clinical staff, billing and coding staff.
- Effectively demonstrate managerial attributes of delegation, developing people, team development, inspiring and motivating others, and resource optimization.
- Jump in whenever needed to help the team serve patient needs.

Office Administration

- Monitor office finances and prepare financial reports for physician meetings, create account receivable reports and actively oversee the finances of the practice.
- Work closely with the accountant to oversee and ensure that all finances are in order.
- Help the practice grow through effective marketing, including the maintenance of the website, social media communications, and through community organizations and activities.
- Ensure effective compliance, risk management, and quality assurance practices are followed.
- Build strong relationships and oversight with all third party providers.
- Oversee inventory and ordering of all office and medical supplies.
- Oversee physician schedules, maintain continuing medical education credits and other physician documentation & complete staff reappointment and privileging for the doctors.
- Ensure patient complaints, billing inquiries & medical record requests are effectively addressed.
- Identify, recommend, and implement practice needs for staffing, services, equipment, and facilities.
- Supervise retirement plan details including investment & administration as directed.
- Assure maintenance of all legal contracts for physicians and the practice.
- Handle and recommend all insurance coverage including malpractice, office liability and other office protections.
- Maintain overhead and collection percentages within best industry standards
- Oversee staff payroll, incentives & PTO time.
- Attend managerial-level and other educational programs including possible membership in MGMA (local and/or national), and specialty management groups.

Strategic Management

- Assist physicians with business planning for the direction of the practice.
- Participate in perpetuating and ensuring practice growth.
- Attend physician management meetings & coordinate actions, establish meeting agenda in consultation with physicians & take minutes, prepare data for meeting, contribute to decision-making, implement ideas arising from the meetings, investigate alternatives, report results to physicians.
- Perform fee analysis and provide recommendations to physicians.

Required Qualifications

- Ability to effectively navigate multiple demands, projects, and details.
- A bachelor's degree in Business or Healthcare Administration, or equivalent experience.
- Minimum two years' experience as a department manager in a business office department.
- Computer & keyboard skills are required, including proficiency with Microsoft Word & Excel.
- Must be able to relate effectively & professionally with employees & patients.
- Strong communicator, both verbally and written.
- Must have the ability to deal with the public in a professional, courteous, and diplomatic manner.
- Act as a hands-on manager and be able to delegate.
- Show strong initiative, be a fast learner and driven self-starter.
- Highly organized with problem solving ability.

Desired Qualifications

- Minimum three years' experience in a medical business office.
- Certified Medical Practice Executive (CMPE)
- Medical Coding Certification
- Proficiency in EMR systems.
- QuickBooks experience is a plus.

Pay commensurate with experience.

If interested in position, please send resume' to:

docofchildren@windstream.net or contact Deb Ideus at 402-423-2739