



Practice Manager
Lincoln Family Wellness, PC

We are Lincoln Family Wellness, a private family practice group consisting of six providers, committed to delivering high quality, comprehensive healthcare since 1995. We are seeking a practice manager to lead our team and contribute to the success the practice by demonstrating operational and financial management, effective communication, professionalism, and teamwork.

Duties include:

- Performing all business and financial functions including accounting, payroll, banking, and accounts payable.
- Overseeing all components of the revenue cycle including, provider credentialing, coding, billing, follow up, collections; vendor/payer relations; contract management and negotiations.
- Recommending, developing and implementing best practices for the clinic.
- Developing, implementing and monitoring of all clinic operating policies and procedures.
- Responsible for recruitment, onboarding, development, and performance evaluation of employees.
- Enhancing operational effectiveness, emphasizing cost containment without jeopardizing important innovation or quality of care.
- Ensuring clinic compliance with all regulatory agencies governing health care delivery.
- Resolving any medical-administrative problems and keeping lines of communication open with staff to ensure high employee morale and a professional, healthy clinic atmosphere.
- Maintaining professional affiliations to keep current in the latest health care trends and developments.
- Directing activities relating to advanced alternative payment models including Comprehensive Primary Care Plus and Medicare/Blue Cross Shared Savings programs to meet performance standards and quality measures in conjunction with Accountable Care Organizations.

Skills:

- Knowledge of state and federal regulations, Medicare, Medicaid, and managed care plans; HIPAA, Hitech, OSHA, Credit and Collection laws, CPC+,MSSP, Microsoft Office, preferred

Education:

- Bachelor's degree required, master's degree preferred.